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2005-2006

University of Illinois at Urbana-Champaign

FORMERLY

Code of Policies and Regulations Applying to all Students

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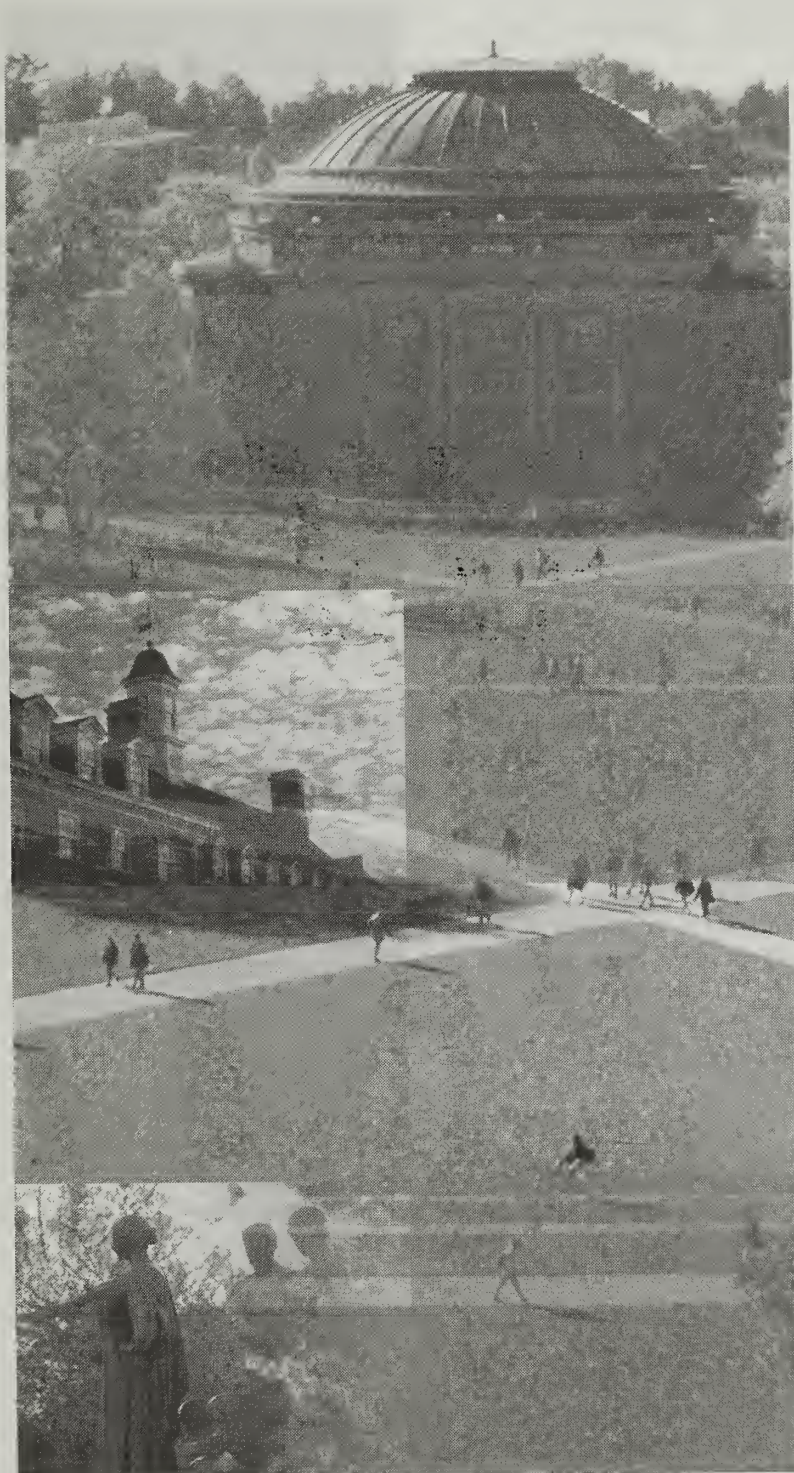
STUDENT CODE

2005-2006

University of Illinois at Urbana-Champaign

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Code of Policies and Regulations Applying to all Students



PREFACE

This publication reorganizes and renumbers the *Code of Policies and Regulations Applying to All Students*, last published in August 2004. Two tables indicating the source of the new *Student Code* sections and the disposition of old *Code of Policies and Regulations Applying to All Students* rules are contained in the Appendix of this publication.

The revised *Student Code* is divided into three articles:

- Article 1 (Student Rights and Responsibilities)
- Article 2 (General Policies and Regulations)
- Article 3 (Academic Policies and Regulations)

Unless otherwise noted, the rules stated in this *Student Code* apply to all undergraduate, graduate, and professional students enrolled at the University of Illinois at Urbana-Champaign.

The *Student Code* is also available online at www.uiuc.edu/admin_manual/code. A printed booklet containing only Article 1 (Student Rights and Responsibilities) is also available.

The symbol § means section.

PROCEDURE FOR AMENDING THE STUDENT CODE

The Conference on Conduct Governance (CCG) is a standing committee of the Urbana-Champaign Senate composed of faculty members, administrators, and students. Its responsibilities are outlined in the Senate Bylaws, which provide in relevant part:

- (a) **Duties**
Legislative Function of the Conference—The Conference is a Senate Committee which, in conjunction with the Chancellor and with the assistance of the Office of Campus Regulations, shall have the following legislative functions:
 - 1. Review and transmit in writing to the Chancellor its approval, disapproval, or modification of standards of conduct (hereafter called “rules”) initiated by subcommunities of the campus;
 - 2. Initiate and recommend in writing to the Chancellor adoption of additional rules it deems desirable;
 - 3. File with the Office of Campus Regulations and with the Clerk of the Senate a notice of such transmittals and recommendations including the text of the rules; and
 - 4. Periodically review the conduct governance system and make general recommendations to the Chancellor and the Senate regarding revision of the system. To this end, it may request reports from members of the system.

(b) Authority and Jurisdiction

1. Rules filed with the Office of Campus Regulations and with the Clerk of the Senate shall become effective thirty (30) days after filing unless contrary action has been taken by the Chancellor. The Senate may submit its recommendations to the Chancellor with respect to proposed rule changes. To this end, the thirty (30) day period may be extended by the Senate or Senate Executive Committee to ninety (90) days, excluding the period May 21 through August 20,


As outlined above, CCG is responsible for drafting amendments to the *Student Code*, subject to final approval by the Chancellor. Proposed amendments come from many sources. For example, CCG itself generates many proposals in exercising its oversight function stated in the Senate Bylaws. Suggested amendments also have come from students, faculty members, and campus academic and administrative units. In addition, the Chancellor, the Dean of Students, and other campus administrators periodically appoint campus task forces to study specific issues and make recommendations that ultimately require amendments to the *Student Code*.

All proposals to amend the *Student Code*, both internal and external, are assigned an agenda item number by the CCG Chair and scheduled for discussion at one or more regularly scheduled CCG meetings. Many agenda items require significant additional discussion with the proposing party and other members of the campus community who may be affected by the proposed change.

If CCG votes to recommend a change, draft language is prepared. Merely technical or noncontroversial changes are sent directly to the Chancellor for approval. More significant or controversial changes are presented by the CCG Chair for comment to the Senate Executive Committee and later to the full Senate. Typically, additional changes are made to the draft in response to Senate Executive Committee and Senate comments before it is sent to the Chancellor for approval.

Note that for most *Student Code* changes, the Senate's role is advisory to the Chancellor. Some changes, however, (for example, those related to academic issues) require a formal Senate vote of approval before they are added to the *Student Code*.

Once an agenda item has been approved by the Chancellor (or if necessary, by the Senate), it is scheduled for inclusion in the *Student Code* text. Although a change may become effective immediately upon approval, most changes are held until the end of the academic year for inclusion in the following year's *Student Code*. This process allows people who use the *Student Code* to rely upon the most recent printed version as stating the current rules.



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ARTICLE I—STUDENT RIGHTS AND RESPONSIBILITIES

PART I. STUDENT RIGHTS

§ 1-101 Preamble

- (a) A student at the University of Illinois at the Urbana-Champaign campus is a member of a University community of which all members have at least the rights and responsibilities common to all citizens, free from institutional censorship; affiliation with the University as a student does not diminish the rights or responsibilities held by a student or any other community member as a citizen of larger communities of the state, the nation, and the world.
- (b) Any rules or regulations considered necessary to govern the interaction of the members of the University community are intended to reflect values that community members must share in common if the purpose of the community to advance education and to enhance the educational development of students is to be fulfilled. These values include the freedom to learn, free and open expression within limits that do not interfere with the rights of others, free and disinterested inquiry, intellectual honesty, sustained and independent search for truth, the exercise of critical judgment, respect for the dignity of others, and personal and institutional openness to constructive change. The following enumeration of rights shall not be construed to deny or disparage others retained by these individuals in their capacity as members of the campus community or as citizens of the community at large.

§ 1-102 In the Classroom

The instructor, in the classroom and in conference, should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

- (a) Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
- (b) Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
- (c) Information about student views, beliefs, and political associations that instructors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.
- (d) The instructor is in charge of the orderly conduct of the class and may exclude a student or an auditor who does not comply with a reasonable request in this regard. If the student is registered for the course and if the disruption is repeated or so egregious as to violate other conduct regulations, the instructor, after consultation with the department head or designee and the Executive Director of the Senate Committee on Student Discipline, may exclude the student from the class until such time as the disciplinary matter has been adjudicated.

§ I-103 Campus Expression

- (a) Discussion and expression of all views is permitted within the University subject only to requirements for the maintenance of order. Support of any cause by orderly means that are not in violation of law and that do not disrupt the operation of the University nor interfere with the rights of others is permitted.
- (b) Members and organizations in the University community may invite and hear any persons of their own choosing, subject only to reasonable requirements on time, place, and manner for use of University facilities.
- (c) The campus press and media are to be free of censorship. The editors and managers shall not be arbitrarily suspended because of student, faculty, administration, alumni, or community disapproval of editorial policy or content.
- (d) The right of peaceful protest is recognized within the University community. The University retains the right to assure the safety of individuals, the protection of property, and the continuity of the educational process.
- (e) Lawful picketing and other forms of peaceful protest are permitted on University premises except that lawful picketing is permitted only out-of-doors.

§ I-104 Privacy

- (a) Members of the University community have the same rights of privacy as other citizens and surrender none of those rights by becoming members of the academic community. These rights of privacy extend to residence hall living. Nothing in University regulations or contracts shall give University officials authority to consent to a search by police or other government officials of offices assigned or living quarters leased to individuals except in response to a properly executed search warrant or search incident to an arrest.
- (b) When the University seeks access to an office assigned or living quarters leased to an individual to determine compliance with provisions of applicable multiple dwelling unit laws, ordinances, and regulations, or for improvement or repairs, the occupant shall be notified of such action not less than twenty-four hours in advance. There may be entry without notice in emergencies where imminent danger to life, safety, health, or property is reasonably feared and for custodial service.
- (c) The University may not conduct or permit a search of an office assigned or living quarters leased to an individual except in response to a properly executed search warrant or search incident to an arrest.
- (d) The University shall not regulate the social life of students or their organizations except as such regulations may apply to use of University premises, facilities, or premises approved for student residences. Additional regulations for living units may be made by a democratically constituted student government for the unit.
- (e) The University shall not regulate the hours individuals may keep.

§ I-105 Student Records

- (a) The University and its subdivisions should have a carefully considered policy as to the information which should be part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records are normally separate. (See, however, § 3-704(a).) Access to the student's own records and files is guaranteed to each individual and is subject only to reasonable regulation as to time, place, and supervision.
- (b) Transcripts of academic records should contain only information about academic status and conditions relating to the student's eligibility for continuing registration on this campus. Information from disciplinary or counseling files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the subject

involved, except in cases where the student is not competent to grant such consent. In such cases, information will be made available only where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students.

- (c) Provisions should also be made for periodic routine destruction of noncurrent disciplinary records. Administrative staff and faculty members should respect confidential information about students which they acquire in the course of their work.
- (d) The records and files of individuals no longer at the University shall continue to be subject to the provisions of this document.

§ I-106 Student Affairs

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

- (a) **Freedom of Association**
Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.
 - (1) The membership, policies, and actions of a student organization usually will be determined by the vote of only those persons who hold bona fide membership in the college or University community.
 - (2) Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.
 - (3) If campus advisers are required, each organization should be free to choose its own adviser, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.
 - (4) Membership lists are confidential and solely for the use of the organization except that name(s) and address(es) of an agent or agents, and / or officers, if any, may be required as a condition of registration.
 - (5) Campus organizations, including those affiliated with an extramural organization, shall not discriminate against a member or prospective member on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, disability, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam era, except as specifically exempted by law.
- (b) **Freedom of Inquiry and Expression**
 - (1) Students and student organizations should be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.
 - (2) Students should be allowed to invite and hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities, adequate financial underwriting for costs of services to be provided by the University, adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The University's control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the institution.

§ 1-107 Religious Beliefs, Observances, and Practices

Illinois law requires the University to reasonably accommodate its students' religious beliefs, observances, and practices in regard to admissions, class attendance, and the scheduling of examinations and work requirements. Implementation of the law is specified in this booklet as follows: Class Attendance—§ 1-501; Examinations—§ 3-201 to § 3-204; Grievance Procedures—§ 2-801.

§ 1-108 Nondiscrimination Policy

- (a) The commitment of the University to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.
- (b) It is the policy of the University not to engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran or a veteran of the Vietnam era and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations. This nondiscrimination policy applies to admissions, employment, and access to and treatment in the University programs and activities. Complaints of invidious discrimination prohibited by University policy are to be resolved within existing University procedures.
- (c) For additional information on the equal opportunity, affirmative action, and harassment policies of the University, or information on Title IX, ADA, or 504, please contact: For the Urbana-Champaign campus: Associate Chancellor William Berry, Third Floor East, Swanlund Administration Building (MC-304), 601 East John Street, Champaign, IL 61820, (217) 333-4238; or Assistant Chancellor and Director of Equal Opportunity and Access Larine Cowan, 104 Swanlund Administration Building (MC-304), 601 East John Street, Champaign, IL 61820, (217) 333-0885.

§ 1-109 Sexual Harassment Policy

- (a) Sexual harassment is defined by law and includes requests for sexual favors, sexual advances or other sexual conduct when (a) submission is either explicitly or implicitly a condition affecting academic or employment decisions; or (b) the behavior is sufficiently severe or pervasive as to create an intimidating, hostile, or repugnant environment; or (c) the behavior persists despite objection by the person to whom the conduct is directed. The University considers such behavior, whether physical or verbal, to be a breach of its standards of conduct. It will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy. Further, retaliation against those who seek remedies under this policy is prohibited.
- (b) The University will not tolerate sexual harassment of students or employees and will take action to provide remedies when such harassment is discovered. The University environment must be free of sexual harassment in work and study.
 - (1) In order to ensure that the University is free of sexual harassment, appropriate sanctions will be imposed on offenders in a case-by-case manner.
 - (2) The University will respond to every case of sexual harassment reported. For correct reporting procedures, see § 2-803.
 - (3) Incidents of alleged sexual abuse or sexual assault are included under § 1-302(b).
- (c) Statement on Consenting Sexual Relationships
University guidelines on responsible professional conduct (in the *Academic Staff Handbook*) state that individuals assessing the work of others should base their assessments on appropriate professional criteria. Due to the inherent conflicts of interest, no individual should initiate or participate in institutional or educational decisions involving a direct benefit or penalty to a person with whom that individual has or has had a sexual relationship. Where supervisory or student-teacher relationships exist between husband and wife, or members of a couple, whether married or not, it is the responsibility of the teacher or supervisor to alert his/her supervisor so that appropriate arrangements can be made.

§ I-110 Policy for Accommodation and Provision of Auxiliary Aids for Students with Disabilities

- (a) The following guidelines state the manner in which special accommodation and auxiliary aids are provided to students with disabilities admitted to study at the University. For the purpose of these guidelines, special “accommodation” and “auxiliary aids” refer to those provisions, services, and aids aimed at facilitating the higher education of qualified students with disabilities. Coordination of the University’s efforts in this area is through the Division of Disability Resources and Educational Services (DRES).
- (b) All requests for accommodation and auxiliary aids should be directed to the DRES special needs counselor (333-4603). Provision of accommodation and auxiliary aids will be based upon an individual student’s need, University resources budgeted and available for the division each year, and existing academic requirements. When appropriate, accommodations shall be developed in consultation with the faculty member for whose course the accommodations are sought. Accommodations or aids that impose an undue hardship on the campus or that require modification of academic standards, programs, or course work may be declined. Determinations of the DRES service personnel are appealable first to the director of DRES and then to the dean of the College of Applied Life Studies.
- (c) In order to be considered for auxiliary aids or accommodations, the student must meet the following requirements:
 - (1) The student must complete and return to the division an Application for Services. Applications may be obtained from the division at 1207 South Oak Street, Champaign, IL 61820.
 - (2) The student must have a disability and submit current proof of the disability and, if requested, submit to any diagnostic procedures provided by the division.
 - (3) Where the requested accommodations require special aid or service, students are encouraged, but not required, to register with state rehabilitation agencies, the Department of Veterans Affairs, or similar agencies in order to obtain the full range of auxiliary aids and services to which they might be entitled.
- (d) To enhance the obtainment of aids or accommodations by the start of a semester, the student or prospective student who believes he or she will need assistance to participate in course work must complete and return the Application for Services to the division as soon as possible, preferably at least six weeks before the first day of classes. Such notice will allow the applicant and the director of services for students with disabilities a reasonable period of time in which to determine whether the requested accommodations are necessary to permit the student to engage in the course work desired, to identify the resources for any necessary aid, and to ascertain whether the requirements of sections (c)(2) and (c)(3) above have been fulfilled.
- (e) If students find that academic units do not provide the accommodations recommended by DRES or that they are being harassed or discriminated against because of their disability, they should contact the ADA coordinator in the Office of Equal Opportunity and Access to institute the complaint procedures outlined in § 2-802 and § 2-803.

PART 2. GENERAL RESPONSIBILITIES OF STUDENTS

§ I-201 Responsibilities of Students

- (a) Students are responsible for knowing and complying with the regulations of the University, their college, and the departments from which they take courses, and for fulfilling the requirements for a particular degree. Regulations applicable to given colleges may be obtained from the respective deans.
- (b) It is expected that students enrolled in the University will conduct themselves at all times in accordance with accepted principles of responsible citizenship and with due regard for the rights of others.

PART 3. STUDENT DISCIPLINE

§ 1-301 Basis for Discipline—Source and Jurisdiction

- (a) By authority of the Board of Trustees, the Urbana-Champaign Senate Committee on Student Discipline is responsible for the administration of student discipline for acts involving the violation of campus or University regulations. These regulations are formulated by a variety of sources, including, but not limited to, the Conference on Conduct Governance, the Senate, the Chancellor, the President, and the Board of Trustees.
- (b) It is in the best interest of the University and all those who are students or who may desire to become students at the Urbana-Champaign campus that the basis for discipline at this campus be clearly defined. The University discipline system recognizes that not all violations of law affect the interests of the University community, and the discipline system accepts jurisdiction only in those instances in which the University community's interest is substantially affected. On the other hand, the University may take disciplinary action for incidents that violate the University's rules of conduct even though such conduct is not prosecuted in the courts. All members of the University community are expected to observe high standards of integrity and ethical behavior. The University discipline system may take action only upon the following basis:
 - (1) Students Currently Enrolled
 - (A) all actions that are violations of law or Board of Trustees' action or any University rule of conduct and that occur on University premises or property
 - (B) all actions that violate any of the laws or regulations cited in section a above and that substantially affect the University community's interest, even though such actions do not occur on University premises or property (for further information about the criteria used by the Senate Committee on Student Discipline in determining the kinds of conduct covered by this jurisdiction, see www.conflictresolution.uiuc.edu or contact the Office for Student Conflict Resolution)
 - (C) all cases referred to the discipline system following interim suspension by the Chancellor
 - (D) academic violations
 - (E) appeals and referrals from student judiciaries arising from violations of regulations
 - (F) violations of University vehicle or bicycle regulations
 - (2) Student Organizations

The actions of a student organization in University-approved activities or University-sponsored activities that are in violation of University regulations for organizations may result in disciplinary action against that organization.
 - (3) Applicants for Admission

The University reserves the right to deny admission to any person because of previous misconduct that may substantially affect the interest of the University, or to admit such a person on an appropriate disciplinary status. The admission of such a person will not be approved or denied until the case has been heard by the appropriate disciplinary committee. (This applies to a person not now enrolled in the University who might apply for admission, or to a person who has pre-enrolled whether or not the applicant has paid a deposit.) A favorable action of the appropriate disciplinary committee does not abrogate the right of any dean or director to deny admission on the basis of scholarship. (See § 1-303.)
 - (4) Students Wishing to Register

The University reserves the right to withhold authority to register to any student or former student because of previous misconduct that may substantially affect the interests of the University or to assign appropriate disciplinary status to the student or former student. Permission to register will not be approved or denied until the case has been heard by the appropriate disciplinary committee. A favorable action by the appropriate disciplinary committee does not abrogate the right of any dean or director to deny the authority to register on the basis of scholarship. (See § 1-303.)
- (c) Students admitted to or enrolled in the Graduate College or any of the professional schools or colleges are subject to any additional conduct regulations of those units. Regulations will be available in printed form to those students.

- (d) The University will take disciplinary action for conduct violating §§ 1-302 to 1-311 below. Disciplinary action also may be taken for violations of other sections. Examples include but are not limited to: (1) § 1-102(d) (Orderly Conduct of Classes); (2) § 2-402 (Library Regulations); (3) § 2-404 (Picketing); (4) § 2-405 (Solicitation and Commercial Activity in University Residence Halls); (5) § 2-406 (Posting and Distribution of Handout Materials); and (6) § 2-606 (Use of In-line Skates, Roller Skates, and Skateboards).

§ 1-302 Rules of Conduct

Students enrolling in the University assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution and suitable to members of the academic community. Conduct for which students are subject to discipline includes, but is not limited to, the following:

- (a) Conduct that threatens or endangers the health or safety of any person, or creates in such person a reasonable fear that such a result will occur, including but not limited to:
 - (1) physical abuse
 - (2) intimidation, harassment, or coercion
 - (3) reckless disregard for the health or safety of any person
- (b) Sexual misconduct: any sexual activity that does not involve the knowing consent of each individual, expressed verbally or otherwise; this behavior includes but is not limited to:
 - (1) any form of sexual penetration when the victim does not give or is unable to give knowing consent
 - (2) any intentional or knowing touching or fondling by either person, directly or through clothing, of the sex organs, buttocks, or breasts of either person for the purpose of sexual gratification or arousal of either person in which the victim does not give or is unable to give consent
 - (3) any force, restraint, home invasion, or illegal trespass, actual or threatened, with sexual intent; indecent exposure; sexual harassment; or use of mail, telephone, or other communication systems to send obscene or intimidating materials that are unwelcome to the recipient
- (c) Hazing, defined as an act that endangers the mental or physical health or safety of any person, or that defaces, destroys, or removes public or private property for the purpose of initiation into, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
- (d) The use of force or violence, actual or threatened, to willfully deny, impede, obstruct, impair, or interfere with any of the following:
 - (1) the freedom of movement of any person, including entering or leaving property or facilities
 - (2) the use of the property or facilities owned or controlled by the University
 - (3) the performance of institutional duties by a member of the University
- (e) The use of force or violence, actual or threatened, to knowingly occupy or remain in or at any property or facility owned or controlled by the University after receiving due notice to depart.
- (f) Any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of the University. Without excluding other situations, examples include shouting, noise making, obstruction, and other disruptive actions designed or intended to interfere with or prevent meetings, assemblies, classes, or other scheduled or routine University operations or activities.
- (g) Inciting, aiding, or encouraging others to engage in a disruptive or coercive action.
- (h) Failure to comply with directions of a member or agent of the University acting in the performance of his or her duty.
- (i) Failure to comply with the directions of a University or other law enforcement official acting in the performance of her or his duty.

- (j) Participation in a disruptive or coercive demonstration. A demonstration is disruptive or coercive if it substantially impedes University operations, substantially interferes with the rights of others, or takes place on premises or at times where students are not authorized to be. There is no requirement that University authorities order students to cease participation in a disruptive or coercive demonstration.
- (k) Theft of, defacement of, unauthorized use of, or damage to property or facilities where the University community's interest is substantially affected.
- (l) Possession of stolen property where the University community's interest is substantially affected.
- (m) Unauthorized possession, duplication, or use of keys to any University premises.
- (n) Unauthorized entry to or use of University premises.
- (o) Abuse of computers where the University community's interest is substantially affected, including, but not limited to:
 - (1) unauthorized entry into a file for any purpose
 - (2) unauthorized transfer of a file
 - (3) unauthorized use of another individual's identification, account, or password
 - (4) knowingly disrupting the work of another person
 - (5) sending obscene or intimidating messages
 - (6) knowingly disrupting normal operation of the University computing system
- (p) Abuse of the University disciplinary system including, but not limited to:
 - (1) failure to obey the directive of a disciplinary body or University officials in performance of their duties
 - (2) knowing falsification, distortion, or misrepresentation of information before a disciplinary body
 - (3) deliberate disruption or interference with the orderly conduct of a disciplinary proceeding
 - (4) knowingly initiating a disciplinary proceeding without cause
 - (5) use of threats, coercion, or intimidation to discourage an individual's proper participation in, or use of, the disciplinary system
 - (6) attempting to influence the impartiality of a member of a disciplinary body prior to, or during the course of, the disciplinary proceeding
 - (7) harassment or intimidation of any participant in the disciplinary system
 - (8) failure to comply with the sanction(s) imposed under the *Code*
 - (9) inciting or attempting to incite another person to commit an abuse of the disciplinary system
- (q) Violation of published University policies, rules, or regulations.

§ I-303 Falsification of Documents

- (a) Any student who, for purposes of fraud or misrepresentation, falsifies, forges, defaces, alters, or mutilates in any manner any document or representation thereof may be subject to discipline when this action substantially affects the University community's interest. Some examples of documents covered by this regulation include identification cards, program requests, change slips, receipts, transcripts of credits, library documents, petitions for reclassification of residency status, etc.
- (b) Any applicant who withholds information pertinent to the admissions decision or gives false information while making application for admission to the University will be declared ineligible for admission. In cases discovered after admission has occurred but prior to initial registration, the admission will be canceled. If the falsification led to admission that would not have been granted based on the person's academic record, the student enrolled will have his or her registration canceled. The appropriate action will be invoked by the Director of Undergraduate Admissions or the Registrar and the dean of the college involved. Cases in which admission or registration cancellation is contested in writing by

the applicant or student within ten working days after notification will be reviewed by the Office of the Provost or a designee.

If, however, the person would have been admissible based on his or her true record, the registered student will be referred for possible disciplinary action, including dismissal, to the Senate Committee on Student Discipline.

- (c) Any student who knowingly withholds information or gives false information in any document or materials submitted to any member or agent of the University may be subject to discipline.

§ I-304 Identification Cards

- (a) Each new student is issued a photo identification card, which must be retained by the student while he or she is registered at the University. The ID card remains the property of the University.
- (b) Any person who alters or intentionally mutilates a University ID card (including but not limited to punching holes in the card, applying stickers, etc.), or who uses the ID card of another or allows his or her ID card to be used by another, may be subject to discipline. (See § 1-303.)
- (c) The University ID card must be presented for identification purposes at the request of an agent of the University when the agent is acting in the performance of his or her supervisory or security function (for example, examination proctor, University police officer, residence hall director or adviser, recreational facility supervisor, ticket takers, ushers). Any student refusing to provide the University ID card when requested by an agent of the University may be subject to discipline.
- (d) An ID card may be confiscated by an agent of the University when acting in the performance of his or her duties if:
 - (1) the ID card is in the possession of an individual other than the one to whom the ID was issued and that individual attempts to use the card to represent himself or herself as a duly registered student, or
 - (2) the ID card is presented by the individual to whom it was issued but is not valid for the term of registration at the time and the individual attempts to represent himself or herself as a duly registered student.
- (e) A student who cannot find his or her ID card should go to the Campus ID Center immediately and complete a Lost/Stolen Property Report. Until the form is completed, the student may be held responsible for unauthorized use of the ID card.
- (f) A charge is made for replacing each lost, mutilated, confiscated, or stolen student ID card.

§ I-305 Policy on Drugs

- (a) The University seeks to inform all students about drugs and their effects. To this end, it is the policy on this campus to provide educational programs and counseling to drug users and those affected by the drug use of others, to discourage illicit drug use, to eliminate dealing in or providing of illegal drugs, and to uphold the law in these matters. Various local agencies on campus can provide help. These include the Counseling Center, Student Services Arcade Building, 620 East John Street, Champaign, IL 61820, (217) 333-3704, and the Health Education Department, Drug and Alcohol Educator, McKinley Health Center, 1109 South Lincoln Avenue, Urbana, IL 61801, (217) 333-2816.
- (b) Drugs include controlled substances, alcohol, and substances that may be detrimental to health, *even though not subject to state and federal laws.*
- (c) The illegal possession, use, distribution, sale, making or manufacture of drugs by a University student raises the question of a student's fitness to continue at the University of Illinois. University disciplinary action may be initiated for any of the aforementioned activities.

- (d) Drug use resulting in incapacitation that requires transportation to the hospital by emergency medical personnel, or refusal to accept such transportation when it is recommended by emergency medical personnel, can trigger a mandatory assessment (see § 2-102).

§ 1-306 Alcoholic Beverages—Preamble

- (a) The University of Illinois at Urbana-Champaign expects all students to exhibit behavior compatible with membership in a community of scholars. Students shall conduct themselves in a civil and mature manner, respecting the rights and property of others. (See also § 1-201.) Having consumed alcohol is not an excuse for failure to meet these expectations.
- (b) Because of the University's concern for the health and rights of individuals and because the excessive consumption of alcohol frequently results in the user becoming either a violator or a victim, the University will respond when inappropriate alcohol-related behavior is demonstrated. These interventions will include a team approach involving, when appropriate, any or all of the following: the Division of Public Safety, the Office of Public Affairs, and Student Affairs units including the Dean of Students Office, the Office for Student Conflict Resolution (Student Judicial Affairs), Residential Life, the Alcohol and Other Drug Office, the Counseling Center, and McKinley Health Center.
- (c) The following regulations apply to all UIUC students and registered organizations while on campus, while involved in University-related activities, while within the environs of Champaign County, or in other circumstances where a substantial University community interest exists. A "substantial University community interest" exists, but is not limited to, situations in which individual or group alcohol consumption results in actual or threatened injury to persons, damage to property, or disruption of a University-related event.

§ 1-307 Alcoholic Beverages—General Rules

- (a) All students, wherever they happen to be, are expected to observe the liquor laws of the local jurisdiction. (See § 1-201 and subsection (f) below.) Under the liquor laws of the State of Illinois and the cities of Champaign and Urbana, and this rule:
 - (1) Possession or consumption of alcoholic beverages by students under twenty-one years of age is prohibited.
 - (2) No student, after purchasing or otherwise obtaining alcoholic beverages, may give or otherwise furnish those beverages to any person under twenty-one years of age.
 - (3) No student may sell or offer for sale alcoholic beverages without a valid liquor license. This includes so-called "cup parties," in which containers are sold on site for the purpose of obtaining furnished alcoholic beverages.
- (b) In determining appropriate sanctions for violations of subsection (a) above, communal alcohol (for example, in kegs or not in its original container, or the distribution of cups with open access to alcohol), drinking games (or other activities that promote unsafe or inappropriate drinking), and open parties may be considered aggravating factors.
- (c) The consumption of alcoholic beverages associated with disruptive behavior is prohibited. The fact that a student may have been drinking shall not be accepted as an excuse for disruptive behavior. In such instances, appropriate sanctions will be applied and referral for personal assistance may be indicated. (See § 2-102 and § 3-603 concerning Mandatory Assessment and Parental Involvement, respectively.)
- (d) The use of false forms of identification or the identification of another person to enter a liquor establishment or to purchase or possess alcoholic beverages is prohibited.
- (e) Alcohol use resulting in incapacitation that requires transportation to the hospital by emergency medical personnel, or refusal to accept such transportation when it is recommended by emergency medical personnel, can trigger a mandatory assessment. (See § 2-102.)

- (f) Under Illinois law, a person under twenty-one years of age cannot possess or consume alcoholic beverages. It is against the law to sell or deliver alcohol to anyone under twenty-one years of age, or to any intoxicated person. The Secretary of State is authorized to suspend or revoke without a hearing the driver's license of a person under twenty-one years of age who has purchased or attempted to purchase alcohol from a duly licensed establishment or who has consumed alcohol on licensed premises. The Secretary of State is authorized to suspend or revoke the driver's license of a person under twenty-one years of age who is convicted for a violation of the Liquor Control Act or similar provision of a local ordinance prohibiting a person under twenty-one years of age from purchasing, accepting, possessing, or consuming alcohol and prohibiting the transfer or alteration of identification cards, the use of the identification card of another or a false or forged identification card, or the use of false information to obtain an identification card. It is illegal for a person under twenty-one years of age to present or possess false identification in an attempt to enter a liquor establishment or to purchase alcohol. It is also illegal to sell or offer for sale alcoholic beverages without a liquor license or to patronize any unlicensed liquor establishment.

The cities of Champaign and Urbana both have city ordinances which closely parallel state law in regards to alcohol. Additionally, in Champaign and Urbana it is an ordinance violation for a minor (eighteen years of age or younger in Champaign; seventeen years of age or younger in Urbana) to be present in a liquor establishment or for any individual to carry open alcohol out of an establishment or in public areas.

Substantial penalties exist in Illinois for the operation of a motor vehicle by a driver with a blood alcohol concentration (BAC) of .08 or greater. Arrests are also possible at lower levels if driving is impaired. Drivers under twenty-one years of age with any trace of alcohol in their systems can lose their driving privileges. Transporting open alcohol containers in a motor vehicle or allowing an intoxicated person to operate a vehicle are also punishable under Illinois law.

§ 1-308 Alcoholic Beverages—Special Rules Relating to University Property

- (a) Persons twenty-one years of age or older may possess or consume alcoholic beverages on the following property under control of the University:
- (1) Property at which the University furnishes the alcohol and holds a State of Illinois liquor license or local catering license. These include, for example, Willard Airport, the Levis Faculty Center, Krannert Center for the Performing Arts, Illini Union, Spurlock Museum, Beckman Institute, and Allerton House.
 - (2) Property used for specifically designated functions approved by the appropriate Vice Chancellor, dean or director of the academic or administrative unit sponsoring the event, or by the Chancellor. In cases governed by this subsection, furnished alcohol may be sold only if the provider holds a valid caterer's license.
- Other than as outlined above, no person may possess or consume alcoholic beverages on any property under the control of the University.
- (b) Possession and consumption of alcoholic beverages in University certified student housing is governed as follows:
- (1) University Residence Halls: Persons twenty-one years of age or older may only possess and consume alcoholic beverages in their rooms or the room of another person twenty-one years of age or older, with the door closed. No alcoholic beverages are permitted in public areas. (Also see the "Hallmarks" handbook.)
 - (2) University Family or Graduate Housing: Persons twenty-one years of age or older may possess and consume alcoholic beverages in their room/apartment or the room/apartment of another person twenty-one years of age or older. Requests to allow consumption of alcoholic beverages for events/activities in public areas are to be directed to University Housing administration. Any approved functions must be in accordance with all applicable laws and ordinances.
 - (3) Other Certified Housing: Persons living in privately owned and/or operated certified housing, including fraternities and sororities, must abide by the decision of the owner-operator in accordance with all applicable laws and ordinances with regard to the consumption of alcoholic beverages; total prohibition may be required. In certified housing units where the possession and consumption of alcoholic beverages is

allowed by those twenty-one years of age or older, all applicable laws and ordinances must be followed. The Board of Fraternity Affairs and the Board of Sorority Affairs also promulgate rules and regulations that apply to fraternity and sorority certified housing units.

§ 1-309 Possession or Storage of Weapons (Interim)

- (a) Except as provided in subsection (c), possession or storage of weapons by students is prohibited on any property owned or controlled by the University, including University certified housing units.
- (b) Prohibited weapons include but are not limited to any: (1) firearm, firearm ammunition, BB gun, pellet gun, paintball gun (except as part of a sanctioned activity of a Registered Student Organization), tear gas gun, stun gun, taser, or other dangerous or deadly device of similar type; (2) knife with a blade of at least 3 inches in length (except an ordinary eating utensil), dagger, dirk, switchblade knife, stiletto, ax, hatchet, or other deadly or dangerous weapon or instrument of similar type; (3) bludgeon, blackjack, slingshot, sandbag, sand club, metal knuckles, billy club, throwing star, nunchaku, or other dangerous or deadly weapon of similar type; (4) bomb, bombshell, grenade, firework, bottle or other container containing an explosive, toxic, or noxious substance, unless under academic/classroom supervision, (other than an object containing a nonlethal noxious liquid, gas, or substance designed solely for personal defense possessed by a person 18 years of age or older); and (5) souvenir weapon or other weapon that has been rendered permanently inoperative.
- (c) Possession of a weapon on nonresidential University property may be permitted when it is used as a prop or accessory in situations such as (1) a University class; (2) a University-sponsored or sanctioned artistic performance; or (3) a University-sanctioned activity of a Registered Student Organization. Such weapons may not, however, be stored on University property, except in a facility approved for that purpose by the University.
- (d) Subsections (a) to (c) above apply to possession or storage, not use of a weapon. Use of a weapon that results in harm or threat of harm to any person or property is governed by § 1-302, and subsection (e) below.
- (e) In determining appropriate sanctions for violations of the student discipline rules contained in this Code (Article 1, Part 3), the use or threatened use of any object (whether or not defined as a weapon in this section) while committing the violation may be considered an aggravating factor.

§ 1-310 Unauthorized Use, Abuse, or Interference with Fire Protection Equipment, Firefighting Personnel, or Warning Devices

- (a) The unauthorized use, abuse, or interference with fire protection equipment, firefighting personnel, or warning devices may result in death, injury, or substantial property damage. It is critically important that all fire protection equipment be in its place and in proper working condition if the safety and welfare of the members of the University community are to be assured.
- (b) It is a violation of Illinois criminal law to willfully or maliciously cut, injure, damage, tamper with, or destroy any fire hydrant, fire hose, fire engine, or other public or private firefighting equipment or any apparatus pertaining to such equipment or firefighting personnel, or to intentionally open any fire hydrant without proper authorization. It is also a violation of Illinois criminal law to knowingly, without authorization, damage any property supported in whole or in part with state funds or federal funds administered or granted through a state agency. Other Illinois laws may also relate to the unauthorized use, abuse, or interference with fire protection equipment or warning devices.
- (c) A violation of any federal, state, or local law concerning fire protection equipment or firefighting personnel may result in suspension or dismissal from the University.

§ 1-311 Certain Consequences of Disciplinary Action

- (a) Sanctions may be imposed for violations of the student discipline rules stated in this part (Article 1, Part 3) and those sections listed in § 1-301(d) above. Sanctions include but are not limited to: (1) dismissal, (2) suspension, (3) conduct probation, (4) censure, and (5) reprimand. In addition, disciplinary action may result in the consequences outlined in subsections (b), (c), and (d) below.
- (b) The Senate Committee on Student Discipline has the right to withhold privileges of the academic community, including the conferral of the degree itself, at any point prior to the conferral of the degree. In instances in which dismissal is a possibility for disciplinary infractions, the conferral of the degree is withheld until the disciplinary action has been resolved. (See § 3-313 and §§ 3-701 to §3-704.)
- (c) Students dismissed or suspended from the University for disciplinary reasons may be excluded from University classes, activities, facilities, buildings, and/or premises by the appropriate disciplinary authority. The same exclusions may be applied by the Chancellor in exercising the power to suspend students. (See § 3-509 on refunds.)
- (d) A student may not officially withdraw from the University once the University discipline system has initiated action against a student until the hearing of the case has been conducted.

PART 4. ACADEMIC INTEGRITY**§ 1-401 Academic Integrity—Preamble**

- (a) The University has the responsibility for maintaining academic integrity so as to protect the quality of education and research on our campus and to protect those who depend upon our integrity. It is the responsibility of the student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. It is the responsibility of the faculty to establish and maintain an environment that supports academic integrity. An essential part of this faculty responsibility is the enforcement of existing standards of academic integrity. If faculty members do not discourage and act upon violations of which they become aware, respect for those standards is undermined. Faculty members should provide students with a clear statement of their expectations concerning academic integrity. In these regulations, “faculty” includes an instructor or authorized staff member who supervises any academic endeavor.
- (b) Students have been given notice of this rule by virtue of its publication. Regardless of whether a student has actually read this rule, a student is charged with knowledge of it. Ignorance of a rule is never a defense.
- (c) This rule applies to course-based infractions by both undergraduate and graduate students, except as noted under § 1-404. It does not apply to infractions of academic integrity in organized research (which includes funded research, research intended for publication, work performed as a research assistant, or theses and dissertations). Infractions committed as part of organized research activities are addressed by the campus *Policy and Procedures on Academic Integrity in Research and Publication*. Such infractions committed by graduate students are governed by the *Bylaws of the Graduate College*. Most of the definitions stated in § 1-402 below were adapted from a model code of academic integrity found in 8 *School Law Journal* 55 (1978).

§ 1-402 Infractions of Academic Integrity—Definitions

- (a) Cheating
Using or attempting to use in any academic exercise materials, information, study aids, or electronic data that the student knows or should know is unauthorized.
 - (1) Faculty members need to make in advance a clear statement of their policies and procedures concerning the use before examinations of shared study aids, examination files, and related materials and forms of assistance. Such advance notice is especially important in the case of take-home examinations.

- (2) During examinations, students should assume that external assistance (e.g., books, notes, calculators, conversation with others) is prohibited unless specifically authorized by the instructor.
- (3) Students must not allow others to conduct research or prepare any work for them without prior authorization from the instructor. This includes, but is not limited to, the services of commercial term paper companies.
- (4) Substantial portions of the same academic work may not be submitted for credit more than once or by more than one student without authorization.
- (5) Special exams and tests. Infractions of academic integrity that occur “outside the classroom” during proficiency tests taken after enrollment shall be dealt with in the manner described in this regulation. (Cases of pre-enrollment violations are covered by § 1-301 and § 1-303.)

(b) Fabrication

Unauthorized falsification or invention of any information or citation in an academic endeavor.

- (1) “Invented” information may not be used in any laboratory experiment or other academic endeavor without notice to and authorization from the instructor or examiner. It would be improper, for example, to analyze one sample in an experiment and covertly “invent” data based on that single experiment for several more required analyses.
- (2) Reliance upon the actual source from which cited information was obtained must be acknowledged. For example, a writer should not reproduce a quotation from a book review without indicating whether the quotation was obtained from the review or from the book itself.
- (3) Fabrication also includes altering the answers given for an exam after the examination has been graded.
- (4) Fabrication also includes submitting false documents for the purpose of being excused from a scheduled examination or other academic assignment.

(c) Facilitating Infractions of Academic Integrity

Helping or attempting to help another to commit an infraction of academic integrity, where one knows or should know that through one’s acts or omissions such an infraction may be facilitated.

- (1) Allowing another to copy from one’s work during an examination would be committing a breach of academic integrity.
- (2) Taking an exam by proxy for someone else is an infraction of academic integrity on the part of both the student enrolled in the course and the proxy or substitute. (See § 1-303.)
- (3) Unauthorized removal of an examination or quiz from a classroom, faculty office, or other facility would be committing a breach of academic integrity.

(d) Plagiarism

Representing the words or ideas of another as one’s own in any academic endeavor. This includes copying another student’s paper or working with another person when both submit similar papers without authorization to satisfy an individual assignment.

- (1) Direct Quotation: Every direct quotation must be identified by quotation marks or by appropriate indentation and must be promptly cited. Proper citation style for many academic departments is outlined in such manuals as the *MLA Handbook* or K.L. Turabian’s *A Manual for Writers of Term Papers, Theses and Dissertations*. These and similar publications are available in the University bookstore or library.

Example: The following is an example of an uncited direct quotation from a case in which the student in question was found guilty of plagiarism.

Original Source: To push the comparison with popular tale and popular romance a bit further, we may note that the measure of artistic triviality of works such as “Sir Degare” or even “Havelok the Dean” is their casualness, their indifference to all but the simplest elements of literary substance. The point is that high genre does not certify art and low genre does not preclude it. (From Robert M. Jordan, *Chaucer and the Shape of Creation*, Howard University Press, 1967, page 187.)

Student Paper: To push the comparison with popular tale and popular romance a bit further, you can note that the measure of artistic triviality in some works of Chaucer's time period is their casualness. Their indifference to all but the simplest elements of literary substance. The point is that high genre does not certify art and low genre does not preclude it.

- (2) Paraphrase: Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part. This is true even if the student's words differ substantially from those of the source. To acknowledge a paraphrase properly, one might introduce it with a statement such as "To paraphrase Locke's comment . . ." and conclude it with a citation identifying the exact reference. The concluding citation also might say, "The last paragraph (two paragraphs, etc.) paraphrases statements by . . ." and then give the exact reference. A citation acknowledging only a directly quoted statement does not suffice as an acknowledgment of any preceding or succeeding paraphrased material.

Example: The following is an example of unacknowledged paraphrase that could warrant a charge of plagiarism.

Original Source: The era in question included three formally declared wars. The decision to enter the War of 1812 was made by Congress after extended debate. Madison made no recommendation in favor of hostilities, though he did marshal a "telling case against England" in his message to Congress of June 1, 1812. The primary impetus to battle, however, seems to have come from a group of "War Hawks" in the legislature. (From W. Taylor Reveley III, "Presidential War-Making: Constitutional Prerogative or Usurpation?" *University of Virginia Law Review*, November 1969, footnotes omitted.)

Student Paper: During this period three wars were actually declared by Congress. For instance, in 1812 a vehemently pro-war group of legislators persuaded Congress, after much discussion, to make such a declaration, despite the fact that Madison had not asked for it, though, to be sure, he had openly condemned England in his message to Congress of June 1, 1812.

- (3) Borrowed Facts or Information: Information obtained in one's reading or research that is not common knowledge should be acknowledged. Examples of common knowledge might include the names of leaders of prominent nations, basic scientific laws, etc. Materials that contribute only to one's general understanding of the subject may be acknowledged in the bibliography and need not be immediately cited. One citation is usually sufficient to acknowledge indebtedness when a number of connected sentences in the paper draw their special information from one source.
- (e) Bribes, Favors, and Threats
Infractions of academic integrity include bribing or attempting to bribe, promising favors to, or making threats against any person with the intent to affect a record of a grade or evaluation of academic performance. This includes a student who conspires with another person who then takes the action on behalf of the student.
- (f) Academic Interference
Tampering with, altering, circumventing, or destroying any educational material or resource in a manner that deprives any student of fair access or reasonable use of that material or resource.
- (1) Educational resources include computer facilities, electronic data, required/reserved readings, reference works, or other library materials.
- (2) Academic interference would also include the situation where the student committing the infraction personally benefits from the interference, regardless of the effect on other students.
- (g) Computer-related Infractions
Computer-related infractions defined by applicable laws, contracts, or University policies (such as unauthorized use of computer licenses, copyrighted materials, intellectual property, or trade secrets).

- (h) **Unauthorized Use of University Resources**
Unauthorized student use of University resources for noneducational, private, or commercial purposes.
- (i) **Sale of Class Materials or Notes**
The sale to a commercial note-taking service of instructor-provided materials or of classroom lecture notes infringing copyright interests, if the instructor has explicitly requested that this not be done.
- (j) **Failure to Comply with Research Regulations**
Infractions of academic integrity include failure to comply with research regulations such as those applying to human subjects, laboratory animals, and standards of safety.

§ I-403 Penalties for Infractions of Academic Integrity

- (a) The variety of academic settings encountered in the University precludes establishing uniform penalties for all infractions of academic integrity. The faculty member makes this judgment in light of the nature of the class, the kind of tasks assigned to other students, the student's behavior during the semester, prior warnings to the student, etc. Students have the right to an appeal of findings and/or penalties for infractions of academic integrity. (Such an appeal cannot be filed as a grievance unless a condition specified under Procedures for Grievances and Complaints exists.)
- (b) Faculty members act as fact-finders and determine penalties. In the role of fact-finder, the instructor has broad powers to determine whether an infraction has occurred (through collecting relevant evidence, questioning other students, etc.). As the determiner of penalty, the faculty member should feel certain that the student has committed an infraction before determining the penalty. This decision may be based not only on the facts revealed by the investigation, but other factors that are relevant in the best judgment of the faculty member.
 - (1) In judging whether an academic infraction has occurred, the existence of specific knowledge and intent to cheat, plagiarize, etc., is not necessarily a factor; for example, quoting work without citation is inappropriate whether or not one intended to plagiarize, or even knows what "plagiarism" is. Furthermore, sometimes an infraction may be the result of carelessness or neglect, rather than specific intent.
 - (2) A lack of knowledge or intent shall be a factor in determining whether an infraction should be penalized, or what sort of penalty is appropriate. In cases where a violation of the rules has been brought about by circumstances that a student did not know about, and could not have been reasonably expected to know, no penalty shall be assessed against that student.
 - (3) In determining an appropriate penalty, the instructor shall also take into consideration aggravating circumstances, such as whether the student's conduct was designed not only to advance his or her own grade, but to hinder the academic performance of others.
- (c) The instructor may impose one or more of the following penalties for an infraction of academic integrity:
 - (1) a written notice of warning with a copy to the student's file in the office of the college in which the student is enrolled and to the Senate Committee on Student Discipline;
 - (2) a reduced grade on the assignment;
 - (3) a failing grade (zero if graded numerically) for the assignment;
 - (4) a reduced grade for the course;
 - (5) a failing grade for the course;
 - (6) a denial of credit for the proficiency exam; or
 - (7) any other penalty negotiated and agreed to, in writing, by both parties (not subject to appeal)
- (d) The instructor may recommend to the department or unit executive officer (hereafter abbreviated DEO) that the student be suspended or dismissed from the University. Such a recommendation would be made in addition to penalties imposed by the instructor.

The DEO may choose to designate another department or unit administrator to represent him or her in these matters. In all instances in this rule, "DEO" should be read as "DEO or designee," and refers to the DEO of the faculty member's primary academic appointment.

§ I-404 Procedures

- (a) The college or equivalent academic unit in which the course or examination is conducted shall be the body of adjudication for findings involving penalties pertaining to course grades. (In cases where the course is cross-listed, this refers to the controlling department.) If the penalty is a failing grade for the course, this is also the college to which an appeal of the decision should be made. The college or equivalent academic unit in which the student is enrolled is the body of adjudication for findings involving a penalty of suspension or dismissal. (Whenever reference is made to the "dean" in this or subsequent sections, it shall refer to the dean or the dean's designee.)

These rules and procedures concerning course-based infractions of academic integrity apply in all colleges except where specified otherwise by the bylaws of a college (for example, in some professional colleges which operate under rules and procedures governing infractions of academic integrity which have been approved by the Senate Committee on Student Discipline).

- (b) An instructor who believes a student is guilty of one or more infractions of academic integrity listed in this rule shall notify the student in writing of the basis for the belief and then allow the student eight working days to respond to the allegation.
- (1) If the final deadline for reporting grades occurs prior to the time the instructor allows for the student response, the instructor should, with the permission of the student's college, assign the student a grade of Incomplete, to be changed after the case has been resolved. After such written notification, the student may not drop the course until after the case has been resolved.
 - (2) If the student is found guilty of an infraction and the penalty is a lowered or failing grade within the course, the student may drop the course before the usual deadline for dropping the course. The student may drop the course after that date only if the infraction occurred before the deadline and the case was resolved after the deadline.
 - (3) After the usual deadline for dropping a course, a student may not withdraw from the course. In either instance of dropping or withdrawing from the course, a permanent record of the infraction will remain in the student's file. The student may not switch the course to Credit/No Credit status. If the penalty is a failing grade for the course as a whole, the student may not drop or withdraw from the course.
- (c) If, after the student has had an opportunity to respond to the allegation, the instructor concludes that the student is not guilty of an infraction, the instructor shall inform the student in writing of this conclusion within eight working days. The instructor shall also notify any other individuals who were notified of the instructor's original claim that the infraction had occurred. The student shall be permitted:
- (1) to be reinstated in the course and be given whatever grade the student is entitled to without regard to the charge of an infraction of academic integrity;
 - (2) to drop the course at any time of the semester; or
 - (3) to change sections in the course, if possible.
- (d) If, after the student has had an opportunity to respond to the allegation, the instructor concludes that the student is guilty of an infraction, the instructor shall decide which of the penalties listed in § I-403(c) is warranted. After a penalty has been determined, the instructor shall notify the student and the DEO in writing of the penalty imposed and the reasons for it within eight working days of receipt of the student's response (or the end of the response period if no response is made). The letter will include notification of the student's right to appeal this decision under subsection (f) to (i) below.
- (e) When two or more students have been accused of cooperating in an academic infraction, their cases should be handled separately. Any fact-finding inquiries should establish their independent guilt, and the penalties for each individual should be decided separately.

When one or more of the parties to an infraction is not enrolled in the course affected, their cases should be forwarded to the Senate Committee on Student Discipline for appropriate action.

- (f) The student may appeal a finding and/or penalty by indicating this desire in writing to the DEO within fifteen days of notification of the right to appeal. If the student does not appeal, the matter shall be closed unless the penalty is suspension or dismissal, in which case (k) below applies. In a case in which the penalty is a failure for the course, the DEO shall notify the dean, and the dean will forward a request to record a failing grade for the course to the Office of Admissions and Records.

- (g) The procedures for appeal and the requirement for review of a finding, recommendation, and/or penalty beyond the level of the instructor shall depend upon whether the penalty falls within one of three levels of severity.

- (1) Categories 1 to 4 of § 1-403(c) (a penalty of less than a failing grade for the course).
For penalties less than a failing grade for the course, appeals of the finding and/or the penalty shall be heard within the department according to the procedures established by that department. A copy of these procedures shall be available to the student in the department office. In no case shall this departmental appeal result in a harsher penalty than the one originally assessed by the instructor.

If the department consists of nine or fewer full-time faculty members, the appeal will be directed to a similarly constituted committee of the school or college. If the instructor of the course is a member of the committee, that instructor shall be disqualified from the consideration of that appeal.

- (2) Categories 5 and 6 of § 1-403(c) (a penalty of a failing grade for the course or denial of credit for the proficiency exam).

If the penalty to be recommended by the instructor is a failing grade for the course, or if the penalty is a denial of credit for a proficiency exam, appeal of the finding and/or the penalty shall be heard at the college (or equivalent academic unit) level in accordance with (i) below.

- (3) Suspension or dismissal from the University.

In a case deemed sufficiently serious to warrant suspension or dismissal from the University, the instructor shall notify the DEO and submit to the officer evidence of the violation of academic integrity. The DEO, after separate discussions with the instructor and the student, shall decide whether to recommend to the dean of the college in which the student is enrolled that the penalty be assessed. In cases of repeated violations, a review for possible suspension or dismissal can also be initiated by the student's college or the Senate Committee on Student Discipline. All cases recommending suspension or dismissal are automatically appealed within the student's home unit and include a formal review by the Senate Committee on Student Discipline. See subsection (k) below.

- (h)
 - (1) Note that the seventh penalty [(§ 1-403(c)(7))], which is negotiated and agreed to by both instructor and student, is not subject to appeal. For the others, the appeal or review procedures can be summarized as follows: Categories 1 to 4 are appealed through the procedures of the department in which the course or exam is conducted in subsection (g) (1) above; categories 5 and 6 are appealed within the college in which the course or exam is conducted, through the procedures spelled out in subsection (i) below; cases involving suspension and dismissal are heard within the student's home unit, through the procedures spelled out in subsection (k) below, including final review by the Senate Committee on Student Discipline.
 - (2) In cases where a penalty on a course, exam, or assignment is accompanied by a recommendation for suspension or dismissal, the appeals are treated separately: the appeal of the penalty on the course, exam, or assignment is reviewed within the college in which the course or exam was offered; the appeal of the recommendation for suspension or dismissal is reviewed by the student's home unit. These appeals are independent, and each could be upheld or overturned regardless of the other.

- (i) If the student notifies the DEO of a desire to appeal a finding and/or penalty, in cases where the penalty is a failing grade for the course or denial of credit for a proficiency exam, the procedure will be as follows:
 - (1) The DEO shall gather all relevant information from the instructor and student and transmit the information to the dean of the college in which the course was offered.
 - (2) The dean shall convey the appeal information to the hearing committee formed in accordance with guidelines in § 1-405.
 - (3) The hearing committee shall deliberate the appeal according to the hearing guidelines outlined in § 1-405.
 - (4) The hearing committee shall render a recommendation on the appeal to the dean.
- (j) All reviews and appeal processes within a college concerning findings and/or penalties should be completed in a timely manner; a final decision should be rendered, if possible, within six working weeks after the filing of the appeal.
- (k) In all cases involving possible suspension or dismissal, except those initiated by the Senate Committee on Student Discipline:
 - (1) The DEO shall discuss the finding separately with the instructor and the student. If the DEO decides that suspension or dismissal is warranted, the DEO shall so recommend to the dean of the college in which the student is enrolled.
 - (2) The dean of the college shall charge the hearing committee to consider the merits of the recommendation. The hearing committee shall deliberate according to the hearing guidelines in § 1-405. The hearing committee shall inform the dean of its decision. If the hearing committee concurs with the recommendation, the dean shall forward the recommendation to the Senate Committee on Student Discipline. The decision of the college on the facts of the breach of integrity shall be final. The sole question before the Senate Committee on Student Discipline is whether the breach of integrity in question is of such a nature as to warrant suspension or dismissal from the University.
- (l) If a course or proficiency exam is offered directly under the auspices of a college or equivalent unit rather than a department, the dean shall perform the procedural role otherwise performed under these rules by the DEO.
 - (1) If a proficiency exam is not administered under the auspices of a college or department, the dean of the college in which the student is enrolled shall perform the DEO's role.
 - (2) If in performing the DEO's role the dean recommends suspension or dismissal, the dean shall designate an independent person to perform the dean's role as presiding officer under § 1-405.

§ 1-405 Appeal Hearing Guidelines

- (a) Each college or equivalent unit shall appoint annually a standing academic disciplinary committee composed of at least four faculty members and at least two students. The faculty and student members of hearing committees to consider individual academic disciplinary cases under (b) below shall be selected from the members of the standing committee (unless conflicts of interest or other exigent circumstances require the special appointment of others).

In these appeal procedures, "dean" refers to the dean of the college in which the course was offered, except in hearings involving possible suspension or dismissal, in which case it refers to the dean of the student's college.

- (b) The chairperson of the standing academic disciplinary committee of the college or equivalent unit shall select a hearing committee to consider an appeal concerning a course offered by that unit or any cross-listed course for which the instructor is affiliated with that unit. The hearing committee shall consist of four members. The dean or designee shall serve as the presiding officer, but shall be a nonvoting member. The dean of the college shall charge the hearing committee to consider the merits of recommendations. The presiding officer will gather all documents and/or depositions and will conduct the hearing. One of the three voting members shall be a student, and a final recommendation shall require the majority of voting members.

- (c) A student entitled to a hearing shall be informed of the hearing date at least five working days in advance.
- (d) The hearing committee shall be convened by the dean of the college or unit in which the infraction occurred or, in cases of suspension and dismissal, in the college or unit in which the student is enrolled.
- (e) Both the student and the instructor shall be entitled to be present throughout the hearing and to present any evidence, including testimony by others, relevant to the matter in dispute. Both the student and the instructor shall have an opportunity to question or refute any evidence presented. The confidentiality of all evidence shall be preserved. The student and the instructor may each be accompanied by a person to assist them in presenting evidence. Prospective witnesses, other than the instructor and the student, may be excluded from the hearing during the testimony of other witnesses. All parties shall be excluded during hearing committee deliberations. The session shall not be open to the public.
- (f) Any person who disrupts a hearing or who fails to adhere to the rulings of the presiding officer may be excluded from the proceeding.
- (g) Should additional oral testimony be useful, the presiding officer may invite appropriate witnesses. Formal rules of evidence shall not be applicable.
- (h) The final recommendation of the hearing committee to the dean must include a summary of the testimony and shall be sufficiently detailed to permit review.
- (i) For cases involving an appeal of penalties in categories 5 and 6 in § 1-403(c), the hearing committee may concur with the instructor's finding and imposed penalty, or the committee may recommend a different interpretation of the facts and/or a different penalty, or it may recommend that the student is not guilty. The committee may find the student not guilty only if the student proves to the committee that the finding of the faculty member is erroneous.
 - (1) The intent of this section is to formalize the following view: A student is considered innocent until the instructor has determined that an infraction has occurred and has communicated the evidence for this determination and the reasons for the penalty to the student. If the student appeals, the burden of proof that the finding of the faculty member is erroneous is on the student.
 - (2) This section intentionally does not establish a formal standard of proof. Deference is paid to the instructor's right to have discretion over his or her own classes.
- (j) In cases involving an appeal of penalties in categories 5 and 6 of § 1-403(c), if the hearing committee agrees with the action taken by the instructor, the dean shall so inform the instructor and the student in writing, and the matter shall be closed. In cases involving suspension or dismissal, dean shall so inform the instructor and the student in writing, and the matter shall be forwarded to the Senate Committee on Student Discipline for review (see subsection (m) below).
- (k) In cases involving an appeal of penalties in categories 5 and 6 of § 1-403(c), if the hearing committee recommends a different interpretation of the facts and/or a different penalty, or recommends that the student is not guilty, the dean shall so inform the instructor and attempt to reconcile the differences.
 - (1) If the instructor accepts a compromise, the student shall be notified and the new penalty, if any, shall be imposed.
 - (2) If the instructor refuses to compromise, the dean shall notify the student and permit the student to withdraw from the course. However, a record of the infraction in accordance with § 1-406(a) shall be made a part of the student's permanent file.
 - (3) In no case shall the committee be empowered to levy a harsher penalty than the one originally imposed or recommended by the instructor.
- (l) In cases involving an appeal of penalties in categories 5 and 6 of § 1-403(c), if the hearing committee concludes that the student is not guilty, the dean shall permit the student:

- (1) to be reinstated in the course and be given whatever grade the student is entitled to without regard to the charge of an infraction of academic integrity;
 - (2) to drop the course at any time of the semester; or
 - (3) to change sections in the course, if possible.
- (m) In cases considering the merit of a recommendation of suspension or dismissal, the sole question before the hearing committee is whether the facts of the case support that recommendation; this should include an investigation into the facts of the case as well as a judgment on whether suspension or dismissal is warranted. If the hearing committee concurs with the recommendation that the student be suspended or dismissed from the University, the dean shall forward the recommendation to the Senate Committee on Student Discipline. The decision of the college on the facts of the breach of integrity shall be final. The sole question before the Senate Committee on Student Discipline is whether the breach of integrity in question is of such a nature as to warrant suspension or dismissal from the University.
- (n) If the hearing committee or the Senate Committee on Student Discipline do not concur with the recommendation of suspension or dismissal, the dean shall inform the instructor and DEO of the unit in which the infraction occurred of this decision.

§ I-406 Following All Reviews and Appeals

- (a) Records for any case of infraction of academic integrity will be forwarded to the student's college and to the executive director of the Senate Committee on Student Discipline by the DEO and held on file for the period required by the University statutes or regulations. These records are available for inspection in accordance with state and federal regulations.
- (b) Once a violation of academic integrity has been found and a penalty assessed, and after all appeal procedures have been completed or the time limit for appeals has expired, the DEO (in consultation with the other participants) shall prepare a report of the violation. This report shall describe: (a) the nature of the alleged breaches of academic integrity; (b) if applicable, the appeal procedures followed and the recommendation of any hearing committee; and (c) the ultimate penalties imposed. The DEO shall send a copy of this report, including the student's name and University identification number, to the college or equivalent academic unit in which the student is enrolled and to the executive director of the Senate Committee on Student Discipline. Consistent with other University policies on student discipline, these records will be kept on file for a period of six years and then expunged. This report is necessary in order to maintain a record of whether a student has been found guilty of repeated instances of academic misconduct.
- (c) Upon receipt of a letter describing a student's first breach of academic integrity, the executive director of the Senate Committee on Student Discipline shall send a letter to the student explaining that repeated violations of this rule may result in further disciplinary actions, including possible suspension or dismissal from the University. If a letter is received describing an additional breach of academic integrity for the student, the executive director will refer the case to the Senate Committee on Student Discipline for appropriate action. This could include the initiation of a hearing within the disciplinary system and the possibility of disciplinary action up to and including suspension or dismissal. A student's college may also refer students who have been found to have repeatedly violated this rule to the Senate Committee on Student Discipline for appropriate action. Hearings on such cases will be conducted in accordance with the procedures of the Senate Committee on Student Discipline.
- (d) At the end of each academic year, the executive director of the Senate Committee on Student Discipline shall compile an annual report to the Senate on the number and severity of such infractions of academic integrity, without identification of the individuals involved, and make that report available for open distribution and publication across campus.

PART 5. CLASS ATTENDANCE

§ 1-501 All Students

- (a) Regular class attendance is expected of all students at the University.
- (b) Instructors are strongly encouraged to make a course syllabus available to all students prior to the deadline for an undergraduate student to add a course (see the *Class Schedule* for the current term for the specific date). A syllabus should include the due dates of all major assignments, quizzes, and examinations. The student is encouraged to inform the instructor of any known conflict as soon as possible but no later than one week before the date of the quiz or examination, or due date of the assignment. (Note that conflict policies stated in the syllabus take priority over this rule.) A syllabus also should include the instructor's attendance policy, if any.
- (c) Excused absences include those resulting from:
 - (1) illness, death in the family or other emergency, or other reasons beyond the student's control; and
 - (2) a student's religious beliefs, observances, and practices. (University policy and state law require that all instructors reasonably accommodate conflicts with class attendance and work requirements resulting from a student's religious beliefs, observances, and practices.) (See § 2-801.)
- (d) Instructors must reasonably accommodate students whose class absence resulted from formal participation in scheduled activities of officially recognized groups such as athletic teams, performing groups, and the Urbana-Champaign Senate. Policy governing class attendance of student athletes, as adopted by the Senate, is found in § 1-502.
- (e) For excused absences, the student must provide an explanation to the instructor and supply supporting evidence as required by the instructor. The student must make arrangements with the instructor to make up missed work expeditiously. (See § 3-201 for information about absence from final examinations and § 3-202 for information about absence from evening, midterm, and hourly examinations.)
- (f) Instructors shall hold all students who miss class for religious or University sponsored activities to the same standard. Accommodating absences for some groups but not others amounts to invidious discrimination and is against University policy. (See § 1-108.)
- (g) The instructor decides when a student's attendance becomes irregular. In this case, the instructor may send oral, written, or electronic notice of the student's irregular attendance to the dean of the student's college. The dean shall then notify the student by electronic, campus, or United States mail. The notification may be in the following form:

_____ has notified this office that your attendance in _____
_____ has become irregular. Please contact the instructor immediately. The instructor may refuse to grade, return, or record any assignment, quiz, or examination until you have met with the instructor to discuss your attendance problem.
- (h) If, after receiving a notice described in subsection (g) above, a student's attendance continues to be irregular, the instructor may report this fact to the student's college dean. The dean of the student's college, in consultation with the instructor, may determine that the student's attendance has become so irregular that the student's scholarship is likely to be severely impaired. The dean may require the student to withdraw from the course with a grade of Withdrawal or Failure. (See § 3-312.)
- (i) General Provisions
 - (1) A student may notify the Emergency Dean, Office of the Dean of Students, if the student will be unavoidably absent from class because of illness, death in the family, or other emergency. The emergency dean will pass this information along as is appropriate. The student's college may forward this information to instructors. This communication is meant for information and does not certify the validity of the student's reason for absence.

- (2) Class absences before and after vacations are treated like any other absences during the semester.
- (3) Regularly scheduled classroom or laboratory work shall have precedence over instructional field trips except on the second Saturday of each month.
- (4) Because McKinley Health Center does not provide medical excuses, instructors should be aware that a student may not be able to provide formal documentation for minor illnesses. For more serious or extended medical absences, the student should advise the instructor at the earliest possible opportunity. The student should provide supporting evidence for serious or extended medical absences as appropriate. The Dean of Students should serve as a resource when medical confidentiality might limit what can be shared with the instructor. Students who will be absent from classes due to an extended illness or hospitalization, or who are required to recover at home or other extended care facility, also should contact the Emergency Dean, Office of the Dean of Students, as soon as possible with this information.

§ I-502 Student Athletes

- (a) The Athletic Board of the Urbana-Champaign Faculty-Student Senate has delegated authority to review and approve or disapprove schedules for all intercollegiate athletic contests that involve participants from the Urbana-Champaign campus to the Academic Progress and Eligibility Committee (APEC). Each athletic team schedule must adhere to APEC guidelines for approved absences and must be submitted to APEC for approval.
- (b) The maximum number of school days absent during a semester for each team cannot exceed ten, not including estimates for championship and other postseason events.
 - (1) A school day is considered any day classes are scheduled during the semester, including Reading Day.
 - (2) No away athletic events are allowed during final examination periods.
 - (3) Any waivers of these regulations require the approval of the Athletic Board at the time of scheduling.
- (c) Questions about these policies should be directed to either the Division of Intercollegiate Athletics' Academic Service Office (333-2240) or the chair of the Academic Progress and Eligibility Committee.

ARTICLE 2—GENERAL POLICIES AND REGULATIONS

PART I. MEDICAL POLICIES

§ 2-101 Health Requirements

(a) Physical and Mental Health

Each student may be required to present evidence of satisfactory physical and mental health to the director of the McKinley Health Center at Urbana-Champaign. Each admitted applicant will receive an Immunization Information Form, which he or she must use to report proof of immunity to certain vaccine-preventable diseases as defined by state law and required by University regulations, as well as any other pertinent medical data, to the director of the McKinley Health Center. A minor (under eighteen years of age by the time of registration) must submit the Immunization Information Form with a parent's or guardian's written authorization for the student to receive treatment at McKinley Health Center. A student who fails to return the completed Immunization Information Form by the date shown on the form and who fails to comply by the end of the first term of enrollment is prohibited from subsequent enrollment in the University. Upon the advice of a McKinley Health Center physician, admission of a student may be denied until the student is cleared by the McKinley Health Center.

- (1) Students transferring from the University of Illinois at Chicago or at Springfield should request that their Immunization Information Form be transferred by the health center on that campus.
- (2) Military personnel may have their Immunization Information Form completed by a military physician.

(b) Tuberculosis Control

- (1) All new and returning students are encouraged to present evidence of freedom from tuberculosis to the McKinley Health Center. All new international students are required to complete tuberculosis screening at the McKinley Health Center before completing registration.
- (2) A person who has a positive skin test is required to have a chest X-ray. A person with a known history of positive reaction to the tuberculosis skin test will not be retested, but will require a chest X-ray to show evidence of freedom from active tuberculosis. An individual who has had a chest X-ray performed within the previous twelve months will not require an additional chest X-ray if the previous chest X-ray is obtainable and meets the University's chest X-ray standards. A student with a positive skin test must schedule an appointment at McKinley Health Center to review his or her health history.

§ 2-102 Mandatory Assessment

(a) An assessment of a student can be mandated by the Director of McKinley Health Center (Director) if:

- (1) a student becomes incapacitated as the apparent result of alcohol or other drug use; and
- (2) emergency medical personnel are summoned to transport the student to a hospital for emergency care; and
- (3) the student is in fact transported to the hospital for emergency medical care or refuses to accept such transportation when recommended by the emergency medical personnel.

(b) Procedures

- (1) The attending or responsible University employee who becomes aware of facts stated in subsection A must notify the Director of the student's name and the circumstances of the student's incapacitation. Other individuals (for example, the city Police Department or Certified Staff) may submit to the Director reports of student emergency transportation or refusal to accept such transportation.
- (2) If the Director becomes aware of facts stated in subsection (a) (through a notification under subsection (b)(1) or otherwise), the Director will decide whether to require the student to undergo a mandatory assessment.
- (3) If the Director decides that the student should be required to undergo a mandatory assessment, the Director shall so notify the student.
- (4) After notification under subsection (b)(3), and unless successfully appealed under subsection (d), the student must undergo an assessment conducted at the direction of the Director.

- (c) If the student completes the assessment, the results of the assessment and the fact that an assessment was conducted are confidential medical information and may not be disclosed without consent of the student and may not form the basis of a disciplinary proceeding or any other sanction imposed by the University. However, if the student fails to complete the assessment, this fact is not confidential medical information, and the Director may disclose that fact to the Dean of Students, who may in turn inform other responsible parties (see § 1-302(h) and § 3-603).

(d) Appeals

If the student disagrees with the decision of the Director directing a mandatory assessment, the following rules apply:

- (1) the student may appeal the Director's decision to the Dean of Students;
- (2) such an appeal must be submitted in writing within three business days after receipt by the student of the notice by the Director;
- (3) the Dean of Students (or the Dean's designee) shall convene a hearing within five business days after receipt of the appeal;
- (4) prior to the hearing, the student shall be entitled to review the information leading to the referral;
- (5) at the hearing, the Dean or designee shall review all relevant evidence to determine whether to uphold the mandatory assessment directive. The student may be assisted at the hearing by any person chosen by the student. The decision of the Dean or designee shall be final.

§ 2-103 Student Health Insurance

- (a) The University Board of Trustees requires all students to be covered by health insurance, either through a program provided by the University or one determined to be equivalent to that offered by the University.
- (b) The fee for the Student Health Insurance Plan is assessed along with other tuition and fees. Tuition and fee waivers do not apply to the Student Insurance fee.
- (c) Coverage extends, including semester breaks, from the Saturday before the first day of classes for a given semester and terminates at midnight on the Friday prior to the next consecutive semester's coverage date. The Summer Term is considered a semester.
- (d) Plan benefits are detailed in the Student Health Insurance Plan booklet, which is available at the Student Insurance Office, located at 807 South Wright, Suite 480, Champaign, IL 61820 (217) 333-0165. The fee/premium is charged per semester. The Summer Term is considered a semester. No semester amount can be prorated.
- (e) All changes to the plan, exemption from the fee, extension of coverage, and purchase of dependent coverage, must be completed during the semester's Enrollment Change Period, which is posted in the *Student Health Insurance* booklet. All changes must be completed according to the Student Insurance policy. Changes attempted by any other means will not

be valid. Requests for changes included with tuition and fee payments will not be valid. Refer to the Student Insurance Web site at www.si.uiuc.edu or call the Student Insurance Office for details on insurance enrollment change procedures.

- (f) Students who wish to cover their dependents must purchase dependent insurance each semester during the Insurance Enrollment Change Period. The Summer Term is considered a semester.
 - (1) Dependent coverage is only available if the student is covered, through registration or extension, by the Student Insurance Plan for the requested semester.
 - (2) Dependent coverage must be purchased during the Insurance Enrollment Change Period, or within thirty-one days of acquiring a new dependent (marriage, birth, entry into U.S.).
 - (3) Dependent coverage becomes effective on the date of application and receipt of premium or the regular beginning date of semester coverage for which coverage is being purchased, whichever is later.
- (g) Students who wish to apply for extension of coverage beyond the last semester enrolled and insured must apply for that extension during the specified dates given on Student Insurance Office's Web site at www.si.uiuc.edu and in the Student Health Insurance Plan booklet. Extension of dependent coverage must also be completed during that time. The premium is payable at time of application. Only one semester of coverage beyond a consecutive semester in which the student and/or dependents were covered under this plan is granted, unless the last semester enrolled and insured is one in which the student graduates from the University. In this case, two semesters of extended coverage can be granted, but premium for both semesters must be paid at the time of extension.
- (h) If a student wishes to be exempted from the Student Insurance fee, an exemption application must be completed and approved within the Insurance Enrollment Change Period for the semester a student wishes to be exempt from the fee. Health insurance that is presented to request an exemption must be deemed equivalent to the Student Insurance Plan by the Student Insurance Office, and must be in force on the first day of coverage for the Student Insurance Plan in the semester in which an exemption is being requested. Evidence of equivalent medical insurance coverage can be a copy of the insurance identification card, policy, schedule of benefits, plan booklet or notice on company letterhead from the employer or company certifying coverage of the student. An exemption will continue in effect until such time as the student requests reinstatement to the plan or fails to respond to a request to reconfirm coverage by another health insurance plan. If an exemption from the Student Health Insurance Plan is approved, the student is responsible to maintain health insurance coverage equivalent to the Student Health Insurance Plan while enrolled in the University of Illinois.
- (i) Reinstatements are for students who have completed an exemption by showing proof of other equivalent health insurance and now wish to reinstate themselves into the Student Health Insurance Plan. Reinstatements must be done in person. No forms are on the Student Insurance Office's Web site. There are two ways to reinstate:
 - (1) Change of Status Reinstatement. Students who are in an exempt status from the Student Health Insurance Plan and want to be reinstated to the plan may apply by providing proof of loss of other insurance; i.e., notice of termination of insurance from the insurance company or employer. This must be done within sixty-three (63) days of such loss of other insurance. Enrollment is guaranteed with coverage effective on the date of application or date of termination of other insurance, whichever is later. Students must be registered for the semester they wish to reinstate, and they must be eligible to be assessed the fee. Change of status reinstatement can be done throughout the semester, based on the termination of your other health insurance. The full semester fee will be charged. This type of reinstatement does not have a pre-existing condition limitation.
 - (2) Open Enrollment Reinstatement. Students who are in an exempt status from the Student Health Insurance Plan, and have not lost or will not lose (in the next 63 days) their other insurance or if it has been more than sixty-three (63) days from loss of other health insurance, and who want to be reinstated to the plan MUST apply during the

Insurance Enrollment Change Period for the semester they wish to reinstate and they must be eligible to be assessed the fee. A twelve (12) month pre-existing condition is applied to all Open Enrollment Reinstatements.

§ 2-104 Policy for Individuals with Contagious Diseases

- (a) It is the policy and practice of the University to protect the public health on the campus and to respect the privacy rights and medical needs of individuals with contagious diseases.
- (b) If modifications or restrictions of activities are warranted, procedures appropriate to the rights of the specific individual (student, nonacademic employee, faculty member, etc.) will be followed.
- (c) Specific recommendations concerning academic, employment, and extracurricular activities of students with contagious diseases at the University are the responsibility of the Director of the Health Center in consultation with the patient's primary physician. In the event the Director of the Health Center is not a licensed physician, the authority and responsibility will be vested in the Medical Director of the Health Center.
- (d) The Health Center will be responsible for complying with current standards of medical practice and public health guidelines from recognized authorities (e.g., Centers for Disease Control and Prevention, World Health Organization, etc.), and for using appropriate community / University resources as needed.

§ 2-105 Policy and Procedures for Involuntary Withdrawal of Students for Psychiatric Reasons

- (a) A student will be subject to withdrawal for psychiatric reasons if the director of the health service concludes, on the basis of clear and convincing evidence, that the student is suffering from a mental disorder, as defined by the current American Psychiatric Association diagnostic manual or its equivalent; and, further, that as a result of the mental disorder, the student engages or threatens to engage in behavior that:
 - (1) poses a significant danger of causing harm to the student or to others, or
 - (2) substantially impedes the lawful activities of other members of the campus community.
- (b) Whenever a student refuses to be withdrawn by the director, as provided above, the matter may be referred to the Dean of Students. The dean, or designee, may then implement an interim, mandatory psychiatric withdrawal (the equivalent of an immediate suspension) if the dean determines that the student is suffering from a mental disorder, and if the student's behavior either poses a significant danger of causing harm to the student or to others or substantially impedes the lawful activities of other members of the campus community.
- (c) A student withdrawn on an interim basis shall be given an opportunity to appear before the dean within thirty-six hours from the date of the interim withdrawal to discuss the following issues:
 - (1) the reliability of the information concerning the student's behavior; and/or
 - (2) whether the student's behavior poses a significant danger of causing harm to self or others, or substantially impedes the lawful activities of other members of the campus community.
- (d) In the event a student disagrees with the decision of either the director (for psychiatric withdrawal) or the dean (for an interim psychiatric withdrawal), the student shall make a written request to the Vice Chancellor for Student Affairs for an informal proceeding. Such proceeding will be held within seven class days after the student has been evaluated as having to be withdrawn involuntarily from the campus. The student will remain withdrawn on an interim basis pending completion of the proceeding.
- (e) The Vice Chancellor or designee will convene the informal proceeding. The student will be provided an opportunity to examine the psychiatric or other evaluations and to discuss them. The student may be assisted by a member of the faculty, by a mental health

professional of his or her own choice, or by other appropriate counsel. The student may request and shall receive a precise statement of the reasons for any decision requiring withdrawal on psychiatric grounds.

- (f) The Vice Chancellor also may require the student to be seen by a mental health professional not on the staff of the University. A student who does not complete this mandatory evaluation may be withdrawn automatically from the University or be subject to further disciplinary action, including suspension or expulsion from the University.
- (g) At the conclusion of the proceeding, the Vice Chancellor for Student Affairs shall determine whether to uphold the withdrawal or to reinstate the student. The decision of the Vice Chancellor shall be final.
- (h) When a student is withdrawn for psychiatric reasons, the withdrawal will remain in effect until such time as the student adequately demonstrates that the problems that caused the withdrawal are no longer in existence. Upon being withdrawn, the student may no longer attend classes, may no longer use University facilities, must vacate University housing, and will be entitled to whatever refunds of tuition, fees, and room and board charges as would be appropriate given the timing of the withdrawal. (See § 3-509.)
- (i) As a general principle, the regular student discipline system and its policies and practices are preferred in the adjudication of serious instances of misconduct, without regard to whether there might be a mental disorder present. The procedures and specifications given in this rule are to be employed in those extraordinary situations in which, in the judgment of the appropriate administrative officers, the regular student conduct system is not applicable or cannot be applied.

PART 2. HOUSING POLICIES

§ 2-201 Certified Single Student Housing

- (a) Certified Single Student Housing
 - (1) All single undergraduate students except as specified in subsection (1)(B) below must, and graduate and professional students may, live in housing that has been certified by the Dean of Students or a designee. Certified housing is defined as being housing that meets the following criteria:
 - (A) The facilities are certified for compliance with municipal health and safety codes, municipal minimum housing standards, and the University of Illinois Housing Standards for Certified Single Student Housing (available from the Housing Information Office).
 - (B) The property owner or a designated representative, who may be the head of the unit student government, shall be registered with the Dean of Students.
 - (C) The housing unit is operated in compliance with the University's policy regarding nondiscrimination.
 - (D) The housing unit is physically designed primarily for single individuals, as opposed to family occupancy; such housing units include University residence halls, fraternities, sororities, and privately owned residence halls and houses.
 - (E) Residence in the housing unit is restricted to University students, except when this provision is waived by the Dean of Students.
 - (2) The following categories of students are exempt from this requirement:
 - (A) students living with parents or a legal guardian in the Urbana-Champaign area
 - (B) single undergraduates who have reached an age or educational level established by the Board of Trustees (changes in this regulation may occur; students should consult the Dean of Students for current requirements)
 - (C) single undergraduates who have been granted permission to live in noncertified housing by the Dean of Students or a designee
 - (D) single undergraduates who have elected eight or fewer credit hours during a regular academic semester

- (b) Self-government
 - (1) The student government of each living unit, or in the absence of a student government the residents, may establish regulations concerning social conduct that are in keeping with fair requirements of the landlord or management. (See exception, subsection (c)(3) below.)
 - (2) For security reasons, each living unit may establish a time when all outside doors will be locked. Students in cooperation with the residence staff may establish mutually satisfactory plans to lock the house. Provisions must be made for admitting those residents or guests who come in when the house is locked.
- (c) Additional Regulations for Certified Housing
 - (1) Residents of certified housing units shall abide by University regulations and local, state, and federal laws with regard to the possession and use of alcoholic beverages, marijuana and controlled substances, and the possession of weapons. (See §§ 1-305 through 1-309.)
 - (2) All students shall comply with published University and municipal fire safety codes with special regard for emergency evacuation, fire and safety devices, and parties and decorations. (See § 1-104(b).)
 - (3) Students living in certified housing may entertain guests in their living units subject to regulations established by the student government of the unit and approved by the Dean of Students or a designee.

§ 2-202 Living Quarters of Students

- (a) All Students

Each registered student is responsible for maintaining in the Office of Admissions and Records the current addresses of his or her local residence and permanent home (or permanent mailing address) and the name and telephone number of another responsible adult the University can contact in the event the student is incapacitated. All changes should be reported immediately using the address maintenance feature in the student registration system.
- (b) Undergraduate Students

All single undergraduate students must reside in certified housing for the entire academic year with the following exceptions:

 - (1) those who are exempt by provisions of § 2-201(a)(2)
 - (2) those who have reached the required years of age by August 15 of the academic year
 - (3) those who have completed the required semester hours by August 15 of the academic year (consult the Office of the Dean of Students for current requirements).

PART 3. REGISTERED ORGANIZATIONS AND ORGANIZATION FUND

§ 2-301 Classification of Organizations

This section defines those organizations that are authorized, under certain conditions, to use University facilities and services at Urbana-Champaign and to which these regulations and procedures apply.

- (a) *University Organizations*: All University colleges, schools, institutes, departments, divisions, and other academic administrative units and committees, and the Urbana-Champaign Senate and its committees.
- (b) *Campus Boards*: Those governing and advisory boards that have been so designated by the Chancellor or the Chancellor's designee.
- (c) *Registered Organizations*: Those incorporated and unincorporated student, staff, and faculty organizations that have been registered with the appropriate University office in accordance with this Part.

- (d) *Related Organizations*: Those specifically designated organizations or agencies that relate directly and continually to the University and that have been designated as follows by the Board of Trustees or its designee.
 - (1) *University-Related Organizations*—Those organizations defined in the Legislative Audit Commission Guidelines adopted by the University, which include University foundations, athletic associations, alumni associations, and corporate outgrowths. Relationships between the University and University-related organizations are governed by the Legislative Audit Commission Guidelines.
 - (2) *Allied Organizations*—Those organizations closely associated with the University that support specific aspects of the University's program and those governmental/professional and technical organizations or agencies whose activities contribute directly to the University's program. Relationships between allied organizations and the University shall be in accordance with guidelines promulgated by the Office of the Vice Chancellor for Academic Affairs.
- (e) *Campus-Community Organizations*: Those organizations of which the majority of the members and a minimum of two officers must be affiliated with the University (students, faculty, staff, alumni, and spouses of those).
- (f) *Outside Organizations*: All other organizations that have not been designated or registered as set forth in the preceding definitions.

§ 2-302 Preamble

- (a) The commitment of the University to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms, whether or not specifically prohibited by law.
- (b) It is the policy of the University that registered organizations shall be in full compliance with all federal and state nondiscrimination and equal opportunity laws, orders, and regulations. Registered organizations shall not practice discrimination against a member or prospective member on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, disability, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam era, except as specifically exempted by law. The official name of a registered organization shall not be construed or interpreted as denying open membership or prohibiting participation in any program or activity. Each registered organization must sign the Pledge of Nondiscrimination when applying for registered organization status.
- (c) Benefits provided by the University to registered organizations include, but are not limited to, (1) a regular use of University facilities (buildings, grounds, services); (2) fund-raising privileges; (3) use of the Organization Fund; (4) use of the services of Office Supply.
- (d) Inquiries on registered organizations or this policy should be directed to the Office of Registered Organizations, 280 Illini Union.
- (e) Extracurricular activities at the University are an integral element of its intellectual and educational purpose. To the extent possible, the University should provide encouragement and support to these activities by extending to them such services and facilities as are possible. A well-rounded extracurricular program supported by the University should create an environment in which students may take full advantage of their educational opportunities.
- (f) University services available to registered organizations are too numerous and diverse to list in this *Code*. For information concerning these campuswide services, procedures for reserving space, interpretation of regulations governing registered organizations, and supportive resources that can be utilized for organizational projects, call 333-1153 or visit the Office of Registered Organizations, 280 Illini Union.

- (g) Voluntary organizations of students, faculty, and staff are an essential part of a University community. They provide an extension of the educational activities of the University beyond the curricular program. The existence of a diverse group of such organizations is in the best interest of the University and its students. Provision for registered organization status and its attendant privileges is made to encourage and facilitate the formation and operation of such organizations.

§ 2-303 Requirements for Registration

- (a) To register with the University, organizations must file with the Office of Registered Organizations a statement of registration:
 - (1) The name of the organization, which must not include the words “University,” “University of Illinois,” or any abbreviation thereof except in the form “at the University of Illinois at Urbana-Champaign,” which may follow the organization’s particular name.
 - (2) The name(s) of the member(s) of the organization who shall be called “registered agent(s).”
 - (3) The address(es) and telephone number(s) at which the organization’s registered agent(s) can be contacted and to which correspondence for other inquiries concerning the organization may be forwarded.
 - (4) A statement executed by the registered agent(s) for the organization declares the following:
 - (A) that the registered agent(s) are authorized by the organization to act for it in its relations with the University.
 - (B) the names, addresses, and telephone numbers of the officers of the organization, and an identification of which officers perform the duties of president and treasurer; or, if no person has been designated to perform such duties, a statement that the registered agent does by this statement assume the responsibilities of such offices.
 - (C) that membership is restricted to registered students, faculty, staff, and their spouses. Only students, faculty, and staff may be officers and registered agents.
 - (D) that there shall be no discrimination against a member or prospective member on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, disability, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam era, except as specifically exempted by law.
 - (E) whether or not the organization is incorporated, and if so, where.
 - (F) that constitutions, bylaws, rules, and statements of purpose of the organization, and articles of incorporation, if any exist, will be made available to any interested party on request, through the officers, if any, or the registered agent.
 - (G) that the organization agrees to abide by the regulations governing registered organizations. (Sections 2-301 through 2-317 and §§ 2-501 through 2-512.)
 - (H) that the purpose of the organization is not in violation of civil law or University regulations.
- (b) Each registered organization shall file a new statement of registration with the director of registered organizations on or before September 15 of each year to maintain its registered status.
- (c) As provided in § 2-506, all income-generating projects or events to be undertaken by a registered organization shall be subject to “event approval” by the director of the Office of Registered Organizations as to the use of University facilities, setting the time, place, and date thereof, and shall follow the Ticket Policy published by the Office of Registered Organizations in accordance with the policies and procedures of the Office of Business and Financial Services for events held in University facilities. Housing unit events held in University residence hall facilities shall be subject to regular University procedures.

§ 2-304 Sanctions of Registered Organizations

- (a) A registered organization may be sanctioned for one or more of the following causes:
 - (1) knowingly sponsoring, urging, or engaging in actions by individuals or organizations that violate University rules or regulations

- (2) knowingly sponsoring, urging, or engaging in actions on campus by individuals or organizations that violate local, state, or federal law
 - (3) knowingly sponsoring, urging, or engaging in actions that substantially disrupt or interfere with the normal operation of the University or with the lawful activities of organizations or individuals authorized to use University facilities
- (b) No registered organization may be sanctioned except by action of the appropriate University authority after notice and opportunity for hearing in accordance with procedures adopted by the Senate Committee on Student Discipline or the Faculty Advisory Committee.
 - (c) The sanctions may be one or more of the following: warning; probation for a specified time; suspension of registered organization status for a specified time; revocation of registered organization status.

§ 2-305 Organization Fund

- (a) An Organization Fund shall be the administrative responsibility of the Vice Chancellor for Student Affairs, operated under the supervision of the campus Office of Business and Financial Services.
- (b) The purpose of the fund shall be to ensure protection of the interests of the state and University in the use of its facilities and to offer a service to organizations.
- (c) Regulations regarding financial operation of the fund and payments to be made to it are included in § 2-306.

§ 2-306 Organization Fund—Purpose

The financial system of the Organization Fund is operated by the Office of Business and Financial Services, acting for the comptroller of the Board of Trustees, under the authority of the Board of Trustees, without liability of the University, in order to: (1) provide a depository for the safekeeping of registered organizations' funds, (2) consolidate and coordinate financial accounts of various organizations, (3) secure uniformity in accounting procedures and records, (4) maintain continuity of records of business officers and their successors, (5) aid organizations in keeping their activities on a sound financial basis, (6) ensure protection of interests of the state and the University in the use of its facilities, and (7) offer a service to organizations.

§ 2-307 Organization Fund—Status

- (a) Under the authority of article II, section 3e, of the *General Rules Concerning University Organization and Procedure*, the "Vice President for Business and Finance is permitted to act as treasurer of student and other organizations affiliated with the University but in so doing shall not act on behalf of the University or as a University officer or employee, and shall not thereby create any liability on the part of the Board of Trustees of the University of Illinois. In all cases, the accounts of these organizations shall be kept separate from the University accounts and the funds of such organizations shall be kept apart from University funds."
- (b) The Organization Fund (successor to the Student Organization Fund established in 1923) has been established to handle the accounts of all registered organizations at the Urbana-Champaign campus of the University of Illinois. Consistent with the understanding that all University facilities, premises, and services hereinafter referred to as University facilities are held in trust for the benefit of the people of Illinois, the philosophy for the regulations and procedures that follow is based on the principle that the use of all income or receipts of organizations resulting from the use of University facilities will be consistent with the rules and regulations applying to all University funds.

§ 2-308 Organization Fund—Scope

- (a) All funds received by a registered organization that are initially collected by the University, or received from, or directly or indirectly through, a University-related or registered organization, or generated in any way through the use of University facilities, are required to be deposited in the Organization Fund. Other funds, received by a registered organization

and derived without the use of University facilities, including the collection of dues from the organization's own members, may at the option of the registered organization be deposited in the Organization Fund, but if so deposited will be subject to the same rules, regulations, and policies governing mandatory deposits.

- (b) The phrase "collected by the University" includes, unless otherwise specifically provided, here or elsewhere, student fees or other fees, and similar items the University assists in imposing or collecting for ultimate receipt by a registered organization. The phrase "received from, or directly or indirectly through, a University-related or registered organization" includes funds transferred from one University-related or registered organization to another. The phrase "generated in any way through the use of University facilities" excludes the collection of dues from the registered organization's own members and includes, but is not limited to, funds from (1) admission charges, ticket sales, registration fees, or any other money collected in connection with talks, lectures, entertainment, cultural, or other events on the campus, (2) receipts from the rental or sale of services or products on the campus, and (3) voluntary contributions or the proceeds of solicitations made on campus.
- (c) Any organization that feels that its activity does not fall within this section may request a determination by the Organization Fund Advisory Board, which shall file a report and make a recommendation to the Chancellor or the Chancellor's designee, whose decision shall be final.
- (d) Services of the Organization Fund may be offered to campus boards and University-related organizations with the approval of the director of the Office of Registered Organizations and the Vice-President for Business and Finance. Other organizations may be offered the services of the Organization Fund with the approval of the Chancellor. All references in § 2-310 of this rule applying to registered organizations apply to all other organizations participating in the Organization Fund.
- (e) The Office of Registered Organizations shall have primary responsibility for proper disbursement of all funds from the Organization Fund, subject to review by the Office of Business and Financial Services. Individuals handling funds on behalf of an organization project utilizing University facilities shall be held personally accountable for such funds.

§ 2-309 Organization Fund—Administration

- (a) The comptroller or a designee shall serve as treasurer of the Organization Fund.
- (b) The Vice Chancellor for Student Affairs or a designee shall serve as secretary of the Organization Fund.
- (c) The operation of the Organization Fund shall be under the direct supervision of the Office of Registered Organizations and the Office of Business and Financial Services.
- (d) Disbursement checks must be cosigned by the treasurer and the secretary of the Organization Fund, or their designees.
- (e) The treasurer of the Organization Fund shall select a depository bank and may invest, when advisable, the cash balance of the Organization Fund over and above a working balance in any of those securities or investments in which the treasurer may—as provided under Illinois law—invest trust funds. Income from such investments, plus a service fee if necessary, shall be used to cover the direct expense of the fund operation including voucher books, receipt books, handbooks, printing, mailings, and other direct costs incurred in maintaining the Organization Fund. Income to the Organization Fund not needed for its operating expenses shall be placed in a separate account designated as the Surplus Distribution Account within the Organization Fund. Up to one half of such income shall be allocated by the Organization Fund Advisory Board for the purchase of equipment or improvements to benefit registered organizations; such expenditure(s) must be approved by a majority vote of treasurers present at the Annual Treasurers Meeting (see § 2-317). The remaining income shall be distributed annually pro rata to participating organizations

based on the balances in the accounts that contributed to the general investment income receipts. Should such expenditure(s) not be approved at the Annual Treasurers Meeting, the total of all such income shall be distributed annually pro rata to participating organizations based on the balances in the accounts that contributed to the general investment income receipts. Should quorum not be met, all funds in the Surplus Distribution Account will be retained within the Organization Fund and will be available the following fiscal year.

- (f) Excess funds not currently needed by registered organizations may be separately invested by registered organizations through the treasurer of the Organization Fund, and such securities shall be held in the Office of Business and Financial Services according to appropriate policies and procedures of that office.
- (g) The Accounting Division of the Office of Business and Financial Services shall maintain an account or accounts as desired by each registered organization, shall be responsible for recording all deposits and disbursements, and shall render a monthly statement to each treasurer or financial agent or registered agent, hereinafter referred to as account treasurer, of the account or accounts.
- (h) The financial records, related documents, and accounts will be subject to audit by the University auditor.
- (i) No registered organization shall be permitted to use the name of or any symbol identified with the University, or to conduct its affairs in such a manner as to imply to anyone dealing with it that it is an official agency or part of the University. Each registered organization shall be required to include in its articles of incorporation, or association, in its bylaws, or its constitution and its contracts or agreements with others, a provision clearly stating that it is not an official agency or a part of the University, and disclaiming the responsibility of the University for its acts and liabilities.

§ 2-310 Purposes for Which Organization Funds May Be Used

- (a) The determination of the ways in which registered organization funds are expended is largely the responsibility of the members of the registered organization, subject to the general policies and procedures established by the Office of Business and Financial Services, which acts in the name of the comptroller. While it is not possible to list all of the expenditure regulations, the items outlined below are listed to present the thrust of the regulations, and no attempt has been made to foresee all potential types of expenditures that may be requested. Therefore, authority to approve all expenditures remains with the director of the Office of Registered Organizations and the Office of Business and Financial Services. Expenditures from the Organization Fund must be for a lawful purpose and, in general, must:
 - (1) be for payment for services rendered, or for material received,
 - (2) be related to the educational goals and objectives of the University,
 - (3) not accrue or inure to the benefit of an individual or individuals, except as payment for services rendered,
 - (4) not be for the purchase of beer and/or alcoholic beverages, or delivery thereof, and
 - (5) not be for the purchase of materials by, through, or from the University for resale to others.
- (b) Requests for travel reimbursements must be for actual and necessary costs, and may not exceed the limitations for transportation, per diem, or lodging as provided under University Travel Regulations.
- (c) All tax and legal matters relating to organization activities are the sole responsibility of the registered organization. Registered organizations are not authorized to use the University's Employer Identification Number (EIN) or tax-exempt status. Funds deposited in the Organization Fund may not be used for donations to, gifts to, or support of charitable organizations, except with the special approval of the Chancellor. Currently, the director of the Office of Registered Organizations approves and supervises contributions to recognized charitable organizations.

- (d) Funds may be transferred to another account within the Organization Fund provided that such transfer does not violate any University statutes or policies or this *Code* and does not provide the recipient organization with funds obtained in a manner otherwise prohibited to the recipient organization.

§ 2-311 Procedures for Organization Fund Operations

- (a) Officer Signature Card—All registered organizations maintaining accounts in the Organization Fund must have current authorized signatures on file in the Office of Registered Organizations and in the Office of Business and Financial Services. All vouchers for withdrawal of funds from a registered organization's account must be signed by an authorized account treasurer. Registered organizations' account treasurers must be registered students, faculty, or staff members.
- (b) There is no need for a bond to ensure honest performance by treasurers of Registered Organizations as each voucher processed is approved by the director of Registered Organizations and the treasurer of the Organization Fund for compliance with University rules and regulations.
- (c) Deposits—Organizations' account treasurer(s) shall deposit applicable funds with the Cashiering Operations of the Office of Business and Financial Services, which will issue deposit slips showing the source of money deposited for entry in the registered organizations' records.
- (d) Disbursements—Registered organizations' account treasurer(s) shall be provided with blank vouchers by the Office of Registered Organizations, which they must use to request payments on properly approved bills against the organizations. These vouchers shall be completed and presented with an accompanying invoice or receipt to the Office of Registered Organizations. That office shall (1) verify the signature; (2) make the initial approval consistent with the operations and finances of the registered organization, and the general policies and procedures of the Organization Fund; and (3) send it to the Accounting Division for final review and approval, including verification of the secretary's signature by the treasurer of the Organization Fund, posting, and preparation and delivery of the check. All checks will be mailed by the University and require up to five working days for processing. Vouchers under \$1 will not be processed.
- (e) Vouchers and Receipt Books—Vouchers and receipt books shall be provided by the Office of Registered Organizations. Such records, in addition to any other records of the organization's account treasurer, may be left at the Office of Registered Organizations for safekeeping during vacation periods, or at any other time desired by the organization's account treasurer.
- (f) Petty Cash—During the year, registered organizations' account treasurers may draw vouchers upon available funds of their respective organizations for the purpose of setting up petty cash funds for minor expenses. These funds may be administered by the registered organization's account treasurer(s), but must be accounted for with appropriate receipts to the Office of Registered Organizations.
- (g) Account Treasurer's Handbook—The Office of Registered Organizations shall publish a handbook for financial officers.

§ 2-312 University Credit Policies

Credit policies for registered organizations are established by the Office of Business and Financial Services. Individuals incurring debts to the University in the name of a registered organization shall be held personally responsible for payment should the organization lack funds in its account or refuse to accept the responsibility for the debt. To the extent that University facilities are available to and used by registered organizations, the University will, in connection with the respective costs, extend thirty days credit to these organizations. Credit will not be extended to organizations that have accounts with the University over thirty days past due. University credit will not be given to any organization that consistently permits its account to become delinquent (over thirty days past due). No disbursements will be permitted from a registered organization's account that is delinquent.

§ 2-313 Withdrawal of Organization Fund Privileges

A registered organization participating in the Organization Fund that does not follow the rules or regulations regarding the Organization Fund may have its Organization Fund privileges withdrawn by the appropriate University authority. Except for nonpayment of accounts, as provided under § 2-312, the actions taken by the secretary of the Organization Fund may include a warning, a probation for a specified time, a suspension of right to use the Organization Fund for a specified time, or a revocation of right to use the Organization Fund, including in the latter instances the right to receive funds as provided in this *Code*. Any such actions may be appealed by the affected registered organization to the Organization Fund Advisory Board, which shall file a report and make a recommendation to the Chancellor or the Chancellor's designee, whose decision shall be final.

§ 2-314 Dormant Accounts

Any account in the Organization Fund assigned to an organization that does not re-register for a period of at least four years will be closed. Any funds in the account at the time of closure will be transferred to the Organization Fund Administrative Account. Each year, the income generated from the Administrative Account (as stated in § 2-309(e)) shall be used to help cover the direct expense of the fund operation. Excess interest will be retained in the Administrative Account. Should such an organization then re-register after its account has been closed, it may petition the Organization Fund Advisory Board to have its funds re-established.

§ 2-315 Organization Fund—Advisory Board

The Organization Fund Advisory Board shall meet each year under these rules:

- (a) The membership shall include the following:
 - (1) the comptroller or the comptroller's designee, who shall serve as treasurer of the Organization Fund Advisory Board, without vote
 - (2) the Vice Chancellor for Student Affairs or the Vice Chancellor's designee, who shall serve as secretary of the Organization Fund Advisory Board, without vote
 - (3) two faculty or staff, appointed by the Chancellor or the Chancellor's designee
 - (4) five students, selected from nominations submitted by the Organization Fund voting membership at the Spring Treasurers Meeting, according to § 2-317.
- (b) Terms of voting members shall be one year with vacancies filled via appointment by the Vice Chancellor for Student Affairs or a designee.
- (c) A chairperson of the Organization Fund Advisory Board shall be elected annually from and by the ten voting members.
- (d) The Organization Fund Advisory Board shall establish bylaws that provide the procedures and methods of operation of the board. These bylaws, and amendments thereof, shall be subject to the approval of the Vice Chancellor for Student Affairs.

§ 2-316 Functions of the Organization Fund Advisory Board

The Organization Fund Advisory Board's functions include the following:

- (a) develop policies and rules of practice regarding the allocation of funds in the surplus distribution account to registered organizations as described in § 2-309(e), subject to section VIII-1 of the *Campus Administrative Manual* and this *Code*,
- (b) hear appeals by registered organizations that have had actions taken against them and make recommendations to the Chancellor or the Chancellor's designee, whose decision shall be final,
- (c) distribute an annual report of its activities to all registered organizations with accounts in the Organization Fund,
- (d) advise the appropriate University or campus official(s) on all aspects of the Organization Fund.

§ 2-317 Annual Meetings

- (a) Officially accredited representatives of all authorized organizations operating through the Organization Fund shall meet once each year at the call of the secretary of the Organization Fund Advisory Board, who shall serve as chairperson of the meetings; one person may not represent more than one organization, and one organization may not have more than one vote regardless of the number of its accounts. At the fall meeting, the representatives shall, providing a quorum is present:
 - (1) receive reports of the Organization Fund Advisory Board and of the treasurer, and
 - (2) vote on the expenditure proposal brought forth by the Organization Fund Advisory Board according to § 2-309(e), and
 - (3) make nominations for the student membership of the Organization Fund Advisory Board (maximum of one nomination per representative), and
 - (4) vote on those nominees, and
 - (5) transact such other business as the Organization Fund Advisory Board, or any organization through its accredited representative, may bring before the meeting.
- (b) A quorum consists of accredited representatives of at least 10 percent or 60, whichever is smaller, of those organizations that operate in the Organization Fund that are in good standing and whose accounts have positive balances at the time of the meeting. Should a quorum not be met, all funds in the Surplus Distribution Account will be retained within the Organization Fund and will be available the following fiscal year and student appointments to the Organization Fund Advisory Board will be made by the Vice Chancellor for Student Affairs or the Vice Chancellor's designee.

PART 4. UNIVERSITY PROPERTY AND FACILITIES—IN GENERAL

§ 2-401 Pets and Animals on University Property

- (a) All dogs must be leashed and under the control of an individual. All dogs that are unleashed, or unattended if leashed, on University property may be impounded.
- (b) Dogs on a leash and under the control of an individual are permitted on University grounds but are not permitted within University buildings. A loose dog trailing a leash, or one tied to a fixed object, is not under the control of an individual.
- (c) Except for seeing-eye dogs, service animals, and animals in use in University laboratories or in veterinary clinics for official research, classroom, or observation purposes, dogs and other pets are not permitted within a University-owned or -leased building. Any unauthorized dog found within a University-owned or -leased building may be impounded. Single-family residential properties owned by the University are exempted from this requirement.
- (d) Impounded dogs or other pets may be reclaimed by the owner upon the payment in full of all costs incurred as a result of the impoundment, including any veterinary expenses. The Champaign County Animal Services Facility, 210 S. Art Bartell Road, Urbana, IL 61802 (384-3798) is the agency designated by the University for pick-up and impoundment of pets found in University buildings or on the campus.
- (e) The owners of impounded dogs with identification or registration tags will be notified, if possible. Owners of dogs that are without means of identification may inquire at the University Police Station for information regarding impoundments.
- (f) State of Illinois regulations require owners or managers of public food-service establishments to exclude dogs, cats, and other animal pets from such premises. Service dogs are excepted. When such pets are found in a University food-service area, they will be impounded.
- (g) Those who have a concern about a particular dog should contact 9-911; those who wish to inquire about a dog that may have been impounded should call the University Police Station, 333-8911. Those with questions regarding the implementation of this policy should call the Executive Director of the Division of Public Safety, 333-1216.

§ 2-402 Library Regulations

The Library exists primarily to provide intellectual and physical access to information needed for research and learning. To provide physical access, the library circulates library materials to the faculty and student body of the University. The privilege of borrowing materials for use outside the Library is accorded to all faculty, staff, students, and other persons accredited by the Library.

(a) Use of Library Materials

- (1) Library materials not reserved for classes may be borrowed for home use for from three days to sixteen weeks, and renewed for a similar period ten times if not specifically restricted or called for. After ten renewals, items must be returned to the library for physical inventory. All such materials are subject to recall at any time, and all users can be fined for failing to return a recalled item. In general, reference books, books reserved for classes, periodical volumes, and certain other groups of materials are to be used in the reading rooms only.
- (2) Any student who steals or mutilates Library materials will be subject to University discipline.
- (3) A current staff or student ID card serves as a library card and may be used in the University libraries of all three campuses or any ILCSO school.
- (4) Library materials to be used by an entire class may be placed on reserve. When such is desired, the appropriate departmental library should be contacted to ascertain its individual reserve policies and to make sure the material is available when needed. The main stacks do not have a reserve area.
- (5) Graduate students, faculty, and staff have access to the main stacks upon presentation and validation of their current ID card. Undergraduate students can request a stacks pass at the Main Circulation Desk. Any user may request to have materials paged for them.
- (6) Some material, due to its condition, may be restricted to building use only.

(b) Charges (subject to change without notice)

- (1) Library materials, with the exception of special items such as media materials, reserves, and other short-term loans, can be returned to any departmental library on campus. Special items should be returned to the departmental library from which they were borrowed. Library materials not returned by the time indicated in the library's data base are subject to a late charge. Library fines are subject to change without notice.
- (2) The date recorded in the library's data base is the official record of the time when an item must be returned to the library. Overdue notices are sent as a courtesy only, and failure to receive one is not a reason for cancellation or reduction of late charges.
- (3) Materials from the reference and periodical sections, as well as some special collections, may be subject to different regulations. Such materials, including those on reserve, may also be subject to late charges if kept past the time due. These charges may vary from one library to another. Materials recalled for another patron or for reserve purposes may have a reduced loan period; the revised due date is the effective one. All patrons will be fined if a recalled item is not returned by the date specified in the recall notice. A patron will be billed a lost-book charge if the book is not returned when a recall notice is issued.
- (4) The loss of any item should be reported immediately to the library from which it was borrowed. Any lost library materials that have become overdue are subject to late charges until personally reported lost. If the item cannot be recovered by the borrower within a reasonable length of time, the borrower will be charged the cost of replacing the material.

(c) Collection of Library Charges

All library charges for overdue and lost materials are forwarded to the Office of Student Accounts and Cashiers for collection, and that office mails a statement to the patron at the end of the month. Patrons wishing to appeal charges for overdue and lost materials may contact the Library Billing Office.

(d) Use of Library Premises

Since eating and drinking in the building may cause other students' work to be interrupted and cause damage to books and other materials, consideration for others should be taken

into account at all times. Eating, drinking, or using tobacco pose threats to the mission of the Library by creating litter as well as damage to equipment and materials, and are, therefore, not allowed in the Library, with the exception of the consumption of non-alcoholic beverages in spill-proof, covered, plastic or metal containers. Some units may not allow even spill-proof containers because of the uniqueness of materials in their collections, e.g., Rare Books and Special Collections, and University Archives.

§ 2-403 Smoking Policy

- (a) The University desires to achieve a smoke-free public environment. The following guidelines are designed to achieve the goal of a smoke-free public environment.
 - (1) Smoking is defined as the burning of tobacco or any other material in any type of smoking equipment including but not restricted to cigarettes, cigars, or pipes;
 - (2) Smoking is prohibited indoors in all University facilities at all locations, including campus-owned or leased vehicles, with the exception of designated smoking permitted overnight guest rooms;
 - (3) Smoking is also prohibited outdoors immediately adjacent to entrances and exits of buildings, and in areas surrounding fresh air intakes of buildings except at a reasonable distance; or unless otherwise designated;
 - (4) In the event of a conflict between a non-smoker and smoker, the rights of the non-smoker to protect his/her health shall prevail over the rights of the smoker.
- (b) This policy relies on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers for its success. It is the responsibility of all members of the campus community to observe the provisions of these guidelines. Complaints or concerns regarding this policy or disputes regarding its implementation should be referred to the unit head for resolution. Appeals should be addressed to the unit head's immediate supervisor. This policy does not supersede more restrictive policies that may have been in force in compliance with federal, state, or local laws and ordinances.

It is impossible to develop guidelines to embrace all the special circumstances that may occur. Students should direct concerns to the Dean of Students and faculty/staff should direct concerns to the Office of the Provost.

§ 2-404 Picketing

- (a) The right of peaceful protest is recognized within the University community. Lawful picketing and other forms of peaceful protest are permitted on University premises except that lawful picketing is permitted only out-of-doors. The University retains the right to ensure the safety of individuals, the protection of property, and the continuity of the educational process.
- (b) Specifically, pickets shall not:
 - (1) obstruct vehicular and pedestrian traffic,
 - (2) physically obstruct persons from entering or leaving the premises being picketed, nor use violence or threats of violence to prevent them from doing so,
 - (3) intentionally disrupt classes or any University process through noise or other means, or
 - (4) knowingly damage any University property or premises.

§ 2-405 Solicitation and Commercial Activity in University Residence Halls

Solicitation or commercial activity is prohibited in University Residence Halls except under the following conditions:

- (a) General Conditions for Canvassing
 - (1) All canvassers shall register before canvassing. A canvassing permit will be issued if the applicant has completed the registration form, has not had a permit revoked in the last nine months, and agrees to abide by the general conditions for canvassing. Canvassers must first register in the Office of the Dean of Students (301 Turner Student Services Building). Second, canvassers must register with the Office of Residential Life, Clark Hall 300. Information regarding whom to contact within each unit may be obtained at registration with the Office of Campus Regulations.

- (2) Canvassers shall refrain from littering.
- (3) Canvassers shall conform with visitation regulations.
- (4) Canvassing may take place only between the hours of 2:00 p.m. and 10:00 p.m.
- (5) Canvassing is prohibited in dining rooms and meal lines, i.e., lines formed after entering a dining room.
- (6) Door-to-door canvassing is not permitted. Upon request to the housing unit, arrangements will be made to provide properly registered canvassers with space in high-traffic public areas of the residence hall.
- (7) Violation of any of these six conditions is cause for revocation of permission to canvass.

(b) Political Canvassing

- (1) Political canvassing includes, but is not limited to:
 - (A) registering voters
 - (B) soliciting signatures on a petition for purposes of legally qualifying an individual as a candidate
 - (C) campaigning for a political candidate for a municipal, township, school or other special district, county, statewide, or national election
 - (D) presenting information (1) related to any amendment to the State of Illinois Constitution being presented for voter decision at a general election, or any amendment to the United States Constitution being presented for Illinois legislative decision; or (2) concerned with a public issue to be decided by a scheduled referendum in the governmental unit
 - (E) representing candidates for the Illinois Student Government, the Urbana-Champaign Senate, student trustee, other offices for which students are the sole electorate, or student referenda.
- (2) Political canvassers shall not solicit contributions or attempt to sell, or advertise for purposes of sale, any item.
- (3) Canvassers campaigning for candidates wishing to schedule a formal meeting with a group of residents in public areas of a University residence hall must obtain permission from the hall student government or its duly authorized representative. The hall student government may impose limitations concerning time and location on such meetings. The hall student government must follow procedures to reserve space with the appropriate housing authority of that unit.

If these canvassers represent candidates for the Illinois Student Government, the Urbana-Champaign Senate, student trustee, other offices for which students are the sole electorate, or student referenda, there must be equal time and opportunity given to canvassers representing all other candidates, or referendum positions, upon request.

(c) Mailbox Policy

Distribution of political literature in mailboxes of University Residence Halls for the purposes defined under subsection (b)(1)(D) above shall be guaranteed provided arrangements are made with the individual hall offices. Other literature may be distributed in accordance with the solicitation policy of each hall.

§ 2-406 Posting and Distribution of Handout Materials

Any individual may post and distribute leaflets, handbills, and other types of materials intended to provide information about sociopolitical or educational issues and events, without prior approval, under the following conditions:

- (a) Such materials must not advertise the availability of alcohol, information associated with solicitation for profit (i.e., coupons, discounts, commercial advertisements), or the promotional materials of candidates for non-campus elections. Their content and display must also be consistent with the provisions of §§ 2-404 and 2-405.
- (b) Posting
 - (1) Residence Halls. With the exception of materials posted in "free-will space," only residence hall staff will post such materials in University residence halls. University

organizations (see § 2-301), campus boards, and residence hall organizations, as well as residence hall staff, may have materials posted without approval. All other organizations must seek approval to have items posted in the residence halls. In all cases, the posting process is coordinated in the Office for Residential Life, 300 Clark Hall. Some residence halls may allow for-profit and other materials to be placed in their free-will space. Contact 300 Clark Hall for locations and guidelines regarding such free-will space.

- (2) Other General Campus Bulletin Boards. University organizations, campus boards, registered (student, faculty, staff) organizations, registered campus-community organizations, and Religious Workers Association members may post materials on other general campus bulletin boards. In order to allow all users a fair and equal chance for space on the boards and provide maximum service to the readers of the boards, poster size may be restricted. Posters must include the name of the sponsoring organizations, the date of the event, and the place of the event. Posters should only be placed on general University bulletin boards and Illiosks. They should not be placed on doors, walls, windows, trees, sidewalks, or trash cans. Improperly posted materials will be removed at the violator's expense. Any legal ramifications regarding posters are the responsibility of the individual or group posting the notice. All non-current materials will periodically be removed and disposed of. Questions regarding general campus bulletin boards should be directed to the Office of Facility Management and Scheduling. Certain buildings, due to the nature of the activities within them, are governed by separate policies (including but not limited to those listed in § 2-503(a).

(c) Distribution

- (1) Distribution of such materials inside University buildings, other than residence halls (see § 2-405), is permitted in common areas (e.g., foyers, vestibules, or hallways), provided that such distribution does not impede traffic flow or disrupt University business such as classes, laboratories, meetings, or office work. The interiors of classrooms, auditoriums, museums, theatres, lecture halls, offices, gymnasiums, retail shops, and dining or social reception halls, as well as mailboxes, are not considered "common areas" for this purpose.

Distribution outside the entrances to University buildings is permitted so long as it does not impede traffic flow.

For most campus buildings, the Office of Facility Management and Scheduling is responsible for implementation and enforcement of this policy and questions regarding it should be directed to that office.

Certain buildings, due to the nature of the activities within them, are governed by separate policies (including but not limited to those listed in § 2-503(a). For those buildings, appropriate restrictions as to time, place, and manner for distributing materials may be established by the agency responsible for the building. These may include, for example, requiring prior permission to distribute inside the building, or restricting distribution to designated areas only. Buildings hosting performance or athletic activities, such as the Assembly Hall, Foellinger, Huff Hall, Krannert Center, or Memorial Stadium, do not allow distribution of such materials past the turnstile or ticket-collection point during those activities. The agencies in charge of these buildings are responsible for implementation and enforcement of this policy and questions regarding it should be directed to them.

Appeals relating to this policy may be made to the Committee on the Use of Facilities (see § 2-508(a)(2)).

- (2) Those distributing such materials are expected to refrain from littering and may be held responsible for costs incurred as a result of littering. "Distribution" here is defined as individuals handing such materials to other individuals who may accept them or refrain from receiving them. Leaving a stack of materials to be picked up, or placing materials on vacant lecture hall seats, etc., is considered littering, not distribution, under these rules.
- (3) Those distributing such materials should be aware that nothing in this policy in any way relieves them of personal responsibility for violation of any civil laws.

PART 5. USE OF UNIVERSITY PREMISES AND FACILITIES

§ 2-501 Preamble

- (a) All meetings or events utilizing University premises or facilities shall be scheduled in accordance with section VIII-1 of the *Campus Administrative Manual* and this *Code*. Use of the Assembly Hall, Krannert Center for the Performing Arts, Foellinger Auditorium, Intramural-Physical Education Building, Campus Recreation Center-East, Illini Union, Beckman Institute for Advanced Science and Technology, and Allerton Park and Conference Center shall be governed by the provisions of this rule, except where the special function, designation, and responsibilities of these facilities justify otherwise. (Additional provisions for use of space in the Krannert Center for the Performing Arts are contained in § 2-509, for the Assembly Hall in § 2-510, for the Beckman Institute for Advanced Science and Technology in § 2-511, and for the Allerton Park and Conference Center in § 2-512.) It is the intent of these regulations to encourage optimal use of the University's premises and facilities in the furtherance of the University's educational, research, and public service mission without jeopardizing the overall condition or safety of those premises and facilities or its users. It is not the intent, however, that University premises and facilities be used for private gain or noneducational purposes, either by individuals or organizations.
- (b) In developing these regulations, no attempt has been made to foresee all potential types of use that may be requested. Therefore, authority to make exceptions to these regulations is reserved by the Chancellor.

§ 2-502 Eligibility

Those organizations described in § 2-301, other than campus-community organizations, outside organizations, and individuals, shall be eligible to make use of University premises and facilities on the Urbana-Champaign campus in accordance with the provisions of section VIII-1 of the *Campus Administrative Manual* and these regulations. Campus-community organizations, outside organizations, and individuals shall be similarly eligible upon a finding by the Office of Facility Management and Scheduling that the particular event involved is consistent with the rules and regulations referred to above and policies developed by the Committee on the Use of Facilities. (See § 2-508.) University permission for the use of premises and facilities by an organization or individual, however, implies neither approval nor disapproval of the purposes of that organization or the events sponsored by that organization.

§ 2-503 Reservation Procedures

Those seeking use of University premises shall make their requests by completing and filing the form "Request for Use of University Premises."

- (a) Requests from University organizations, campus boards, registered organizations, and related organizations shall be signed by a registered agent and shall be filed in one of the following offices, depending upon the location of the space requested. Registered organizations must first receive event approval from the director of the Office of Registered Organizations, 280 Illini Union.
 - (1) for space in the Illini Union, with the Illini Union Reservations Office, 165 Illini Union, or via iumeetingrooms@uiuc.edu or establish an on-line account by sending an email message to address provided above
 - (2) for space in University housing, with the student government of the residence through the Housing Division, 200 Clark Hall
 - (3) for space in the Assembly Hall, with the Assembly Hall Reservations Office, 101 Assembly Hall
 - (4) for space in the Krannert Center for the Performing Arts, with the Krannert Center Associate Director's Office
 - (5) for space in Allerton Conference Center, with Allerton Conference Center
 - (6) for space in Allerton Park, with Allerton Park Visitor Center
 - (7) for space in the Intramural-Physical Education Building, Campus Recreation Center-East, Lincoln and Florida and Multiplex Outdoor Fields, with the Division of Campus Recreation, 170 IMPE Building
 - (8) for space in the Ice Arena, Division of Campus Recreation, 406 East Armory

- (9) for space in the Beckman Institute, with the Beckman Institute Director's Office
 - (10) for all other locations, with the Office of Facility Management and Scheduling, 807 South Wright Street, Suite 320
- (b) Campus-community organizations, outside organizations, and individuals seeking use of University premises shall file their requests at the Office of Facility Management and Scheduling, 807 South Wright Street, Suite 320. A request from a campus-community organization or outside organization shall be signed by an agent of the organization and/or the appropriate officer; a request from an individual shall be signed by that individual. The Office of Facility Management and Scheduling shall determine whether the proposed use is consistent with the provisions of section VIII-1 of the *Campus Administrative Manual*, these regulations, and the policies developed by the Committee on the Use of Facilities. (See § 2-508.) If the proposed use is in accord with these rules, regulations, and policies, the request shall be referred to the appropriate reservations office as outlined in subsection (a) above. Decisions of the Office of Facility Management and Scheduling may be appealed to the Committee on the Use of Facilities. (See § 2-508.)
- (c) Requests for space should be filed a minimum of forty-eight hours prior to the activity to allow ample time for processing. If event approval or special services are required, requests should be filed at least one week prior to the activity. If specific staging or production services are required, advance filing of one month or more may be required. The reservations office receiving the request shall have the right to refuse requests not submitted within the above time limits if it appears that proper review and clearance procedures cannot be satisfactorily accomplished.
- (d) Upon receipt of a request for the use of University premises, the reservations office concerned shall proceed as follows:
- (1) Determine whether the organization or individual requesting space is eligible to use University premises as requested and has made adequate arrangements regarding the requirements of § 2-506.
 - (2) Determine whether the specific event involved requires formal approval, and, if so, determine that such approval has been obtained or may be granted.
 - (3) Determine whether the space requested is available and appropriate, and, if not, determine the availability of alternative appropriate facilities.
 - (4) Make the appropriate reservation and notify applicant accordingly unless there is a clear showing that provisions in (1) and (2) above have not been fulfilled. A refusal to make a reservation shall, upon request, be in the form of a written statement that shall include the reasons for the refusal and an indication of the right to appeal the refusal to the Committee on the Use of Facilities. (See § 2-508.)

§ 2-504 The Priority System—Priorities for Use of Space

- (a) Except for space in the Illini Union, Assembly Hall, Krannert Center for the Performing Arts, Foellinger Auditorium, Beckman Institute, Allerton Park and Conference Center, Intramural-Physical Education Building, Campus Recreation Center-East, Ice Arena, and Lincoln and Florida and Multiplex Outdoor Fields, the following priorities with respect to reservations of space shall obtain:
- (1) the teaching, research, and public service programs of University organizations. In general, scheduled instructional usage shall take precedence over all other uses.
 - (2) educational, informational, cultural, and recreational programs sponsored by University organizations, campus boards, registered organizations, and related organizations.
 - (3) approved events sponsored by (in order of priority) (1) campus-community organizations, (2) outside organizations, and (3) individuals.
- (b) For space in the Illini Union, the following priorities with respect to reservations of space shall obtain:
- (1) functions sponsored by the Illini Union Board.
 - (2) educational, informational, cultural, and recreational programs sponsored by University organizations, campus boards, registered organizations, and related organizations.

- (3) the teaching, research, and public service programs of University organizations, including conferences and short courses sponsored by the Office of Continuing Education.
 - (4) approved events sponsored by (in order of priority) (1) campus-community organizations, (2) outside organizations, and (3) individuals.
- (c) For space in Foellinger Auditorium, the following priorities with respect to reservations of space shall obtain:
- (1) scheduled classes between 8:00 a.m. and 1:00 p.m. Mondays through Fridays during the fall and spring semesters.
 - (2) final examinations during the fall and spring semester final examination period.
 - (3) evening examinations (Monday, Tuesday, Wednesday, Thursday). (To ensure other events are not precluded, a maximum of two evening exams per week will be scheduled. Additional evening exams may be scheduled within four weeks prior to the exam date, if space is available.)
 - (4) events involving a large expected attendance, or the need for theater facilities and production equipment.
 - (5) Other matters concerning the operation of the priority system may be developed by the management of Foellinger Auditorium.
- (d) For space in the Intramural-Physical Education Building, the following priorities with respect to reservations of space shall obtain:
- (1) scheduled Kinesiology classes between 8:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m. Monday through Friday during the fall and spring semesters.
 - (2) recreational programs sponsored by the Division of Campus Recreation.
- (e) For space in the Campus Recreation Center-East, the following priorities with respect to reservations of space shall obtain:
- (1) recreational programs sponsored by the Division of Campus Recreation.
 - (2) programs sponsored by Registered Organizations.
- (f) For space in the Lincoln and Florida and Multiplex Outdoor Fields, the following priorities with respect to reservations of space shall obtain: recreational programs sponsored by the Division of Campus Recreation.
- (g) For space in the Ice Arena, the following priorities with respect to reservations of space shall obtain: scheduled Kinesiology classes between 9:30 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m. Monday through Friday during the fall and spring semesters.
- (h) For space in the Krannert Center for the Performing Arts, see § 2-509; for space in the Assembly Hall, see § 2-510; for space in the Beckman Institute, see § 2-511; and for space in Allerton Park and Conference Center, see § 2-512.

§ 2-505 Operation of the Priority System

- (a) Reservations will not be accepted more than twenty-four months prior to the proposed event if such date is during the time period when the University is in or preparing to be in active session.
- (b) Reservations will be confirmed under the following guidelines:
- (1) Reservations will be confirmed up to twelve months in advance of the proposed event if such date is at a time when the University is not in or preparing to be in active session.
 - (2) Reservations for space in the Illini Union (for use between 7:00 a.m. and 3:30 p.m. on weekdays) for conferences and short courses sponsored by the Office of Continuing Education or other University organizations may be confirmed up to twelve months in advance.
 - (3) If the event is to take place in a space normally needed for instructional purposes at that time, reservations will be confirmed up to one month in advance of the proposed event with the following exceptions:
 - (A) Events taking place during the first three weeks of an academic session are *not* considered confirmed until forty-eight hours in advance.

- (B) Events taking place after the first three weeks of an academic session are considered confirmed at the start of the fourth week of that session.
- (4) If the event is to take place in a space that is not normally needed for instructional purposes at that time, reservations will be confirmed after March 1 for events in the summer terms, after June 1 for events in the fall semester, or after November 1 for events in the spring semester.
- (c) The University retains the right to cancel or change reserved space when it is needed for University use. Whenever possible, comparable space and prior notification of the change will be provided.
- (d) Applications for use of unreserved space as defined in subsection (b)(4) above received prior to March 1, June 1, or November 1 will be honored in the order of priority as delineated in § 2-504, with applicants of equal priority being given equal consideration. Applications of equal priority will be honored in such a manner to ensure the most appropriate space usage for the programs involved in accordance with policies developed by the Committee on the Use of Facilities. (See § 2-508.) If such an appeal is to be made, it must be submitted in writing and received by the chairperson of the committee within five school days after the notice of denial is given.
- (e) Applications received after March 1, June 1, or November 1 will not displace any previously approved assignments except by mutual consent of the parties concerned or successful appeal to the Committee on the Use of Facilities. (See § 2-508.) All applications for as yet unreserved space received within three months of the date of requested use will be handled on a first-come, first-served basis. Events so scheduled may be displaced only by mutual consent of the parties involved, or through successful appeal to the Committee on the Use of Facilities.

§ 2-506 Requirements and Limitations

- (a) All events to which the general public will be invited and/or a fee charged must receive formal “event approval” prior to the assignment of space and advertising of the event. Such “event approval” shall be given only if each of the following requirements is satisfactorily met:
 - (1) The proposed use of premises or facilities is in accordance with these and other applicable University regulations.
 - (2) The event is not in serious conflict or competition with other events planned or being planned as determined by review on the part of the Coordinating Committee on Entertainment Events.
 - (3) The sponsoring organization is financially able to sponsor the event.
- (b) Review of proposed events to determine “event approval” shall be made by the following:
 - (1) the Office of Registered Organizations for events to be sponsored by registered organizations and campus boards.
 - (2) the Office of Facility Management and Scheduling for events to be sponsored by University organizations and related organizations, campus-community organizations, outside organizations, and individuals.
- (c) Denial of an “event approval” may be appealed by the sponsoring organization to the Committee on the Use of Facilities. (See § 2-508.) If such an appeal is to be made, it must be submitted in writing and received by the chairperson of the committee within five school days after the notice of denial is given.
- (d) If an outside organization requesting space has a local affiliate, the local affiliate shall participate in the arrangements and be responsible for the use of the premises and facilities in accordance with these regulations.
- (e) To ensure the proper accounting and application of funds, the sponsoring organization of all events involving income or disbursement of funds shall conform to all University policies, procedures, and regulations as may be prescribed in section VIII-1 of the *Campus Administrative Manual* and in §§ 2-301 to 2-317.

- (f) In order to protect students, faculty, staff, and/or the general public from foodborne illnesses while using University premises or facilities, all requests involving the dispensing of food not provided by regular University food services will require special clearance from the Department of Safety and Compliance.
- (g) Organizations and individuals using University premises or facilities must comply with all reasonable requests related to such usage made by University officials having responsibility for the premises or facilities concerned. Such requests may include the employment of facility attendants to ensure proper use of the premises or facilities concerned.
- (h) University premises and facilities shall not be used for benefit events, charitable or otherwise, except with the special approval of the Chancellor. In addition, specific requirements of section VIII-1 of the *Campus Administrative Manual* shall apply. (Benefit events are those events intended to raise money for uses other than the expenses of the sponsoring organization or the support of other University activities.)
- (i) University premises and facilities shall not be used for any activity inconsistent with federal or state laws or University policies or regulations.
- (j) Outside organizations and all individuals may not use facilities for the following:
 - (1) Meetings scheduled on a regular basis.
 - (2) Any meeting for the purpose of instruction that would normally be offered by or in cooperation with any unit of the University, unless the offering of the instructional program is approved by the appropriate University unit.
 - (3) Entertainment and social activities such as dances, etc., that are not scheduled as a part of an approved meeting or activity unless approved or sponsored by an appropriate University organization.
 - (4) Sports events unless approved or sponsored by an appropriate unit of the University.
 - (5) Any meeting or event that would substantially interfere with or detract from events sponsored by University organizations, campus boards, registered organizations, or related organizations.
 - (6) Solicitations, collections, fund drives, or any events for which an admission will be charged, even though the funds are for public benefit, except as provided in section VIII-1 of the *Campus Administrative Manual* and as follows:
 - (A) Those nonprofit organizations that schedule their entire admission fee programs on the Urbana-Champaign campus will return to the University all net profits, after expenses and in excess of allowable cash reserves as prescribed by the Office of Business and Financial Services.
 - (B) Those organizations that sponsor an admission fee program on the Urbana-Champaign campus will be assessed a service fee or the net profit, whichever is greater, for the use of University facilities.
- (k) Premises or facilities reserved by an organization or individual may not be turned over to another organization or individual without prior consent of the Office of Facility Management and Scheduling and the reservations office of the facility involved.
- (l) Safety
 - (1) Adequate provisions must be made for the safety of persons at an event on University premises and the safety of the premises and facilities being used. Such provisions are the responsibility of the person or organization sponsoring the event. Actions required to ensure safety, as determined by the official in charge of the facility involved or by the campus administrative staff, shall be adhered to.
 - (2) The University reserves the right to inspect and approve all physical arrangements in University facilities in order to ensure safety. Information and advice in these matters may be obtained through the Department of Safety and Compliance.
- (m) Alteration of Facilities
 - (1) Organizations or individuals shall not make or contract to make any revisions or alterations to University facilities or its utilities (electric, water, steam, air, and gas)

in connection with a reservation. All such work must be approved in advance by an appropriate official of the facility involved or by the Office of Facility Management and Scheduling and, if approved, must be accomplished by or under the supervision of the Facilities and Services Division of the University or the regular maintenance forces of the facility involved.

- (2) Requests for work to be done must be submitted for approval at least forty-eight hours in advance of the event. Work requested, as well as any work immediately required to return the facilities in question to their original use condition, shall be done at the entire expense of the organization or individual sponsoring the event.

(n) Dining Facilities

Nothing in these regulations shall be interpreted to restrict dining in areas so designated for such use and operated by the University. Specific regulations governing the use of these facilities may be developed separately by appropriate administrative units, when and if conditions so warrant. In general, the Illini Union facilities are intended to be available only for use by students, faculty, staff, alumni, and their immediate families, and by official guests of the University.

§ 2-507 Events Involving Professional Performers

- (a) Events involving professional performers shall be defined as those entertainment events open to the student body and/or general public in which the performers appear before an audience and are paid or normally receive pay for their services. Such entertainment events shall include theatrical productions, closed-circuit television, athletic events, arena spectacles, artists, and the like that utilize professional musicians, singers, dancers, athletes, or comedians. It shall not include any event in which the total fees paid or normally paid for the performers' services, including expenses, are less than \$2,500. It shall also not include dances, film showings, banquets, or lectures, regardless of any fees that may be involved.
- (b) Sponsorship of events involving professional performers as defined above shall be restricted to the Assembly Hall utilizing its premises, Krannert Center for the Performing Arts utilizing its premises, Star Course and the Illini Union Board utilizing either of the above, or other facilities as approved by the Office of Facility Management and Scheduling. Under exceptional conditions, University organizations, campus boards, registered organizations, or related organizations may cosponsor events involving professional performers with one of the above-mentioned authorized agencies in accordance with the limitations of section VIII-1 of the *Campus Administrative Manual*. Such cosponsorship, as well as all agreements related to that cosponsorship, shall be at the full discretion of the authorized agency except that at least 50 percent of all financial interests shall remain with the authorized agency. To qualify for cosponsorship consideration, an organization must be able to show that its cosponsorship would enhance the value or facilitate holding the event in a way that cannot be achieved by one of the usual authorized sponsors. Fund raising, regardless of the purpose or benefactor, is not an appropriate reason in itself to allow cosponsorship.
- (c) Coordination of those entertainment events involving professional performers as defined above shall be accomplished by the Coordinating Committee on Entertainment Events specifically appointed for that purpose. Such coordination of professional events shall include the responsibility for operations and for resolving and deciding those conflicts relating to professional entertainment events, both as to scheduling dates and sponsorship. Appeals of decisions of the Coordinating Committee on Entertainment Events shall be made to the Chancellor or the Chancellor's designee.
- (d) Membership of the Coordinating Committee on Entertainment Events shall consist of the following individuals:
 - (1) director of the Office of Facility Management and Scheduling or designee, chairperson
 - (2) director of the Assembly Hall
 - (3) director of the Krannert Center for the Performing Arts
 - (4) a senior manager of Star Course
 - (5) director of the Illini Union Board Program Department

- (6) director of the Office of Registered Organizations
- (7) Dean of Students or designee
- (8) two additional persons appointed by the Vice Chancellor for Student Affairs

§ 2-508 Committee on the Use of Facilities

- (a) The Committee on the Use of Facilities has as its purposes:
 - (1) The development of policies and rules of practice regarding the use of University facilities, in accord with the provisions of this Part and section VIII-1 of the *Campus Administrative Manual*. Pursuant to this function it shall make recommendations to the Conference on Conduct Governance and the Chancellor concerning the need for alterations in the provisions of the above regulations.
 - (2) Review of appeals and the adjudication of conflicts arising from the application of the provisions of this Part regarding the use of University premises and facilities except for those events involving professional performers. (See § 2-507(c) and (d).)
- (b) The Committee on the Use of Facilities shall have as a chairperson the Provost or his/her designee from the administrative staff of that office. It shall have five additional members, two of whom shall be faculty, two of whom shall be undergraduate, graduate, or professional students, and one from the administrative staff of the Office of the Vice Chancellor for Student Affairs. Faculty and student committee members shall be appointed by the Provost. Faculty are appointed for two-year terms. Students are appointed for one-year terms. All members of the committee shall be eligible to vote. A quorum shall consist of four members. A decision shall be reached by a majority vote of those members present. In the event of a tie vote, the final decision will be made by the Provost. Decisions of the committee regarding questions of priority, eligibility of organizations, and approval of events shall be binding on the Provost and on the Office of Facility Management and Scheduling. However, appeals of such decisions may be made to the Chancellor.
- (c) The committee shall meet at least once each two calendar weeks while the University is in session, unless there are no appeals before it.

§ 2-509 Special Provisions for Use of the Krannert Center for the Performing Arts

- (a) The Krannert Center for the Performing Arts is a unit of the College of Fine and Applied Arts and has a dual purpose: first, to provide educational facilities in the performing arts for the School of Music, Departments of Theater and Dance, and University Bands, including public performances sponsored by these departments and the Krannert Center; second, to provide the University community, the local community, and the state with a cultural program of performances by University groups and professionals in the many fields of the performing arts.
- (b) In view of (a) above, the following are the special conditions regarding the use of space in the center:
 - (1) In the public performing areas of the Krannert Center, namely the Foellinger Great Hall, the Festival Theatre, the Colwell Playhouse, the Studio, the Amphitheatre, and appropriate adjunct areas, the following priorities shall obtain:
 - (A) events that are related to the performing arts and are cosponsored or presented in conjunction with the Krannert Center by one or more of the designated academic units: School of Music, Departments of Theatre and Dance, and University Bands, all of which offer instruction in the performing arts.
 - (B) events that are related to the performing arts and are sponsored and presented by the Krannert Center.
 - (C) events related to the performing arts that are approved by the director for the cosponsorship by the center with those organizations listed in Part 3 of this Article. In addition, a limited number of conferences may be scheduled when space permits and for which fees are charged.
 - (2) In the rehearsal rooms of the Krannert Center, priorities with respect to reservations of space will be given as follows:
 - (A) to course work and production rehearsals that fall within the educational and

- performing programs of the academic units of the School of Music, Departments of Theatre and Dance, and University Bands
- (B) to performing programs sponsored or cosponsored by the center
- (3) Only those events that fall within the classification described in subsection (1)(C) above require that the cosponsoring organization receive "event approval" by the director of the Office of Registered Organizations and/or the Office of Facility Management and Scheduling.
- (4) Requests for space for entertainment events in the Krannert Center for the Performing Arts must be received not less than twelve weeks prior to the date of the proposed event. Requests received after twelve weeks will be considered. However, they may be denied if there is insufficient time to prepare adequately for the proposed event.
- (5) Decisions of the Committee on the Use of Facilities under § 2-508(a)(2) shall apply only to cosponsored events covered by subsection (1)(C) above; and if such decisions in the adjudication of conflicts affect the educational program of any department, they shall be referred by the Vice Chancellor for Student Affairs to the appropriate dean for action.
- (6) Decisions of the Coordinating Committee on Entertainment Events concerning professional attractions shall be final in the resolution of conflicts between the Krannert Center for the Performing Arts and other agencies responsible for sponsoring or cosponsoring professional events. (See §§ 2-507(c) and (d).)
- (7) In all cases of cosponsorship, contractual and financial arrangements will be in accord with recommended procedures established by the Coordinating Committee on Entertainment Events, the Office of Business and Financial Services, and the University Legal Counsel.

§ 2-510 Special Provisions for Use of the Assembly Hall

- (a) The Assembly Hall is to provide programs of an educational or cultural nature for University of Illinois students, for faculty, staff, and community, and for the general citizenry of the state. It also is to make its facilities available to eligible organizations for such activities as they may be authorized to undertake at the Assembly Hall.
- (b) Because of the special nature, size, charge, and financial requirements of the Assembly Hall, the following special conditions apply:
 - (1) Eligibility to use the Assembly Hall is determined by section VIII-1 of the *Campus Administrative Manual* and this rule.
 - (2) Any organization or individual desiring to use the Assembly Hall shall apply to the Assembly Hall Office, 101 Assembly Hall. Initial rulings on eligibility will be made by the Office of the Assembly Hall and are subject to approval by the Office of Facility Management and Scheduling. Requests should be made at least one month prior to the date involved. Any request, whenever made, may be denied if there is insufficient time to prepare adequately for the proposed event.
 - (3) For use of Assembly Hall space, the following sequence of priorities obtains:
 - (A) functions sponsored by the Assembly Hall.
 - (B) educational, informational, cultural, recreational, and entertainment events sponsored by University organizations, campus boards, registered organizations, and related organizations, for which reservations will be accepted from one to twelve months in advance.
 - (C) approved events sponsored by campus-community organizations or outside organizations, for which reservations will be accepted from one to forty-eight months in advance. No more than half of the weekends and half of the weekdays in a fiscal year may be so committed in advance.
 - (D) rehearsals or practice sessions in excess of standard minimum allotments and in advance of events to be presented in the Assembly Hall.
 - (E) other appropriate functions in support of the University's charge of teaching, research, and public service.
 - (4) Reservations may be granted on either a confirmed or a tentative basis. Tentative reservations may be withdrawn by the Office of the Assembly Hall. For example, if a second applicant requests the date and the initial applicant fails to show appropriate evidence, such as a contract, that the time will be used, the initial reservation may be withdrawn. Tentative reservations for events of low priority also may be withdrawn if another event of high priority has valid claim and use for the date.

Confirmed reservations may not be jeopardized by others regardless of priority. An organization holding a confirmed reservation may not be displaced by any other organization. Other matters concerning the operation of the priority system may be developed by the Office of the Assembly Hall.

- (5) As provided in § 2-406, free leaflets, handbills, etc., may be distributed outside the building on the Assembly Hall grounds. Such distribution may not interfere with the movement of people going to or from the Assembly Hall, and no such materials may be placed in or on automobiles in Assembly Hall parking lots. The sale of any item on Assembly Hall grounds may be regulated or prohibited by the Office of the Assembly Hall. Also, the sale or free distribution of any item or materials for any purpose inside the Assembly Hall may be regulated or prohibited by the Office of the Assembly Hall.
- (6) If a function proposed to be held at the Assembly Hall represents a potential hazard to public safety, the event may be canceled or denied. (See also § 2-506(l).)
- (7) All organizations using the Assembly Hall shall apply to the Office of the Assembly Hall for any additional services, alterations, equipment, etc., they may desire. (See also § 2-506(m).)
- (8) All foodstuffs, including refreshments, beverages, meals, samples, etc., to be served or distributed in the Assembly Hall must be acquired and served by arrangements with the Office of the Assembly Hall and must conform with health requirements outlined in subsection 2-506(f) and with contractual obligations and concession policies. (See also § 2-506(n).)

(c) Requirements and Limitations

- (1) Only those events held in the Assembly Hall that fall within the classifications in subsection (3)(B)-(E) above require that the organization receive "event approval," which must be obtained from the Office of Facility Management and Scheduling and/or the director of the Office of Registered Organizations as well as the Office of the Assembly Hall.
- (2) Any proposed usage must be appropriate to and suited to the size, structure, purpose, and operating costs of the Assembly Hall, and there must be good reason to expect that a proposed event will attract at least 2,000 people.
- (3) Any outside organization or other organization requesting space at the Assembly Hall shall qualify on its own merits and be responsible for its own commitments without reference or transfer to any local affiliate of any organization.
- (4) No campus-community organization, outside organization, or individuals may use the Assembly Hall for any series of regularly scheduled meetings unless these meetings are annual or less often.
- (5) Reservations for presenting one event may not be used for presenting a different event without approval of the director of the Assembly Hall. Sponsorship of an event may not be changed without approval of the director of the Assembly Hall, and all sponsors must be clearly identified.
- (6) Use of the Assembly Hall may be denied or limited if the applicant lacks personnel, experience, expertise, contracting authority, financial status, or other essential capabilities required to undertake the proposed project in an adequate manner. A sponsoring organization may not redelegate any control or responsibility to any cosponsor, agent, or other third party without prior approval of the director of the Assembly Hall. If the initial authorized organization agrees to cosponsorship with a third party, but is not willing or able to fulfill all delegated functions and responsibilities adequately, participation of the Assembly Hall as a cosponsor may be one of the conditions for approval.
- (7) Responsibility and control for all matters of staffing, crowd control, technical arrangements, ticketing and ticket policy, scaling, promotion, advertising policy, and similar managerial factors are functions of the Office of the Assembly Hall and may be exercised by it or delegated in part to users, as determined by the director of the Assembly Hall.
- (8) All contracts for events in the Assembly Hall must be approved by the director of the Assembly Hall and the Office of the University Legal Counsel prior to execution or commitment. Specifically, contractual agreements must be in accord with the financial well-being of the Assembly Hall.

- (9) Decisions of the Committee on the Use of Facilities, under § 2-508(a)(2), shall apply to the Assembly Hall only insofar as they pertain to uses separate from those intended primarily for the general public. Conflicts between the Committee on the Use of Facilities and the Coordinating Committee on Entertainment Events shall be adjudicated by the Chancellor or the Chancellor's designee.
- (10) Decisions of the Coordinating Committee on Entertainment Events concerning those entertainment events to be held in the Assembly Hall shall be final in the resolution of conflicts between the Assembly Hall and other sponsors or cosponsors. (See §§ 2-507(c) and (d).

§ 2-511 Special Provisions for Use of the Beckman Institute for Advanced Science and Technology

- (a) The Beckman Institute for Advanced Science and Technology is an interdisciplinary research facility established as a college-level unit reporting to the Vice Chancellor for Academic Affairs. The institute's primary mission is to provide a single physical location for University faculty and staff members and students engaged in research programs chosen for inclusion in the building. A secondary and related objective of the institute is the exchange of scientific and technical information through meetings, conferences, workshops, and other such gatherings. For this reason, the institute was designed to include a number of seminar and meeting rooms.
- (b) Because the institute was designed to provide research and meeting facilities in support of the research programs conducted in the building, institute researchers will have first priority for use of meeting spaces within the institute. The institute administration is responsible for ensuring that use of meeting rooms by others does not compromise the ability of institute research groups to conduct scientific and technical meetings.
- (c) In view of the special mission of the institute, which includes research and scientific exchange, the following are the special conditions regarding use of space in the institute:
 - (1) Any individuals or groups eligible under section VIII-1 of the *Campus Administrative Manual* and this rule can request the use of meeting space in the Beckman Institute. The use of such meeting space is subject to approval by the director of the institute, who in responding to such requests will use the following priority scale:
 - (A) groups conducting research in the Beckman Institute, for gatherings intended for exchange of scientific and technical information
 - (B) central and campus administrative units holding gatherings important to the campus or University as a whole
 - (C) units or individuals working in areas scientifically or technically related to institute research areas
 - (D) campus units or individuals holding events of academic importance to the campus but unrelated to institute research programs
 - (E) off-campus academic organizations whose activities are relevant to the institute
 - (F) those off-campus organizations whose events are unrelated to the institute will rarely be granted approval
 - (2) Except for scientific meetings sponsored by institute groups, no event can be scheduled more than one year in advance of the date it is to be held.
 - (3) Food and beverages may be catered in connection with an event only with the permission of the director of the institute.
 - (4) Individuals or organizations desiring to use the Beckman Institute should apply in writing to the Office of the Director, 1301 Beckman Institute, 405 North Mathews Avenue, Urbana, IL 61801.
 - (5) Decisions of the director of the Beckman Institute under this policy may be appealed to the Vice Chancellor for Academic Affairs.

§ 2-512 Provisions for Use of the Allerton Park and Conference Center

- (a) Allerton Park and Conference Center is a unit of the Office of Continuing Education, and its mission is to provide opportunities for educational and research programs that are unique to a natural area, house, and estate garden of high quality. The park also has an important mission to provide a public location for recreational activities that employ its natural resources and engender an appreciation for them. Allerton is the University's learning sanctuary.

- (b) At Allerton Conference Center, priority is given to academic and administrative departments whose activities are most consistent with the Allerton mission and support of the University's charge of teaching, research, and public service. When space is available, other groups can be accommodated, including those from other educational institutions, government agencies, social service organizations, private not-for-profit groups, and private groups whose activities are consistent with the Allerton mission. Requests for use of Conference Center space should be filed at the Conference Center office.
- (c) Allerton Park is composed of forests, wild and plant life reserves, and landscaped gardens. It operates as a public park. To maintain a tranquil setting that is conducive to education, ecological research, and appreciation of the natural qualities of the site, priority is given to programs and recreational activities that do not detract from the quality of those elements.
- (d) Requests for permits to use space in the park for the following activities should be filed with the park superintendent at the Visitors Center:
 - (1) Requests to conduct research are reviewed by the site superintendent and, if indicated, the requests are forwarded to the Campus Committee on Natural Areas for approval.
 - (2) Visitors Center. First priority is given to activities that involve use of the formal gardens.
 - (3) Events in the formal gardens in the park include weddings, receptions, and graduation ceremonies. Fees are set according to the size of the group and the need for special accommodations.
- (e) Special requests for use of Allerton Park and Conference Center not covered in subsections (b) and (c) above should be filed with the director of Allerton Park and Conference Center, 302 East John Street, Suite 202, Champaign, IL 61821.

PART 6. MOTOR VEHICLES AND BICYCLES

§ 2-601 Operation of Motor Vehicles

- (a) The parking or storage of a motor vehicle, motorcycle, or bicycle in any University building or structure other than a designated parking structure is prohibited without the prior written authorization of the Facilities and Services Parking Department. Such unauthorized parking or storage shall be considered abandonment, and the motor vehicle, motorcycle, or bicycle shall be removed at the owner's expense.
- (b) Complete information concerning parking limitations and other details of the student automobile regulations, including monetary and other penalties for noncompliance or violations, is available from the Facilities and Services Parking Department, 1110 West Springfield, Urbana, or visit the department's Web site at www.fs.uiuc.edu/parking.

§ 2-602 Automobiles

- (a) Use
 - (1) The parking of motor vehicles and motorcycles in University structures or lots is controlled by signs posted at the entrances. Unless special approval is received under Section VIII-8 of the *Campus Administrative Manual*, parking on University property is permitted only in areas marked as University streets or as areas posted with signs designating specific parking area, unless otherwise restricted.
 - (2) During restricted hours a current rental permit must be displayed in motor vehicles parked in rental facilities. A current motorcycle rental permit must be displayed on motorcycles parked in designated motorcycle areas.
 - (3) No parking is permitted on most University-administered parking facilities from 2 a. m. to 6 a.m. except for persons on duty. Motor vehicles and motorcycles parked by those persons on duty must display current permits.
 - (4) *Definition of an automobile:* For the purpose of these regulations, an automobile is defined as any motor-propelled vehicle used for transporting persons or property but excluding motorcycles, motor scooters, and motor bikes.

- (5) *Possession of an automobile*: Possession of an automobile is defined as physical control or operation of an automobile or the right to control or operate an automobile even though ownership is vested in a parent, a spouse, or another person.
 - (6) *Visitor*: Any individual other than faculty, staff, or student who desires to visit a facility administered by the University or an approved allied agency.
- (b) Operation of an Automobile
- (1) Any student operating an automobile on any street, drive, parking lot, or service area shall do so with due regard for the safety of pedestrians and in compliance with the motor vehicle laws of the state of Illinois, the traffic ordinances of the cities of Champaign and Urbana, and such other specific safety regulations as may be adopted by the University of Illinois.
 - (2) In addition to University action, any violation of a state or municipal law or ordinance may result in the arrest of the violator or a notice to appear before the appropriate state court.
- (c) Parking of Student Automobiles
- (1) Parking of student automobiles in the University lots is permitted as posted by appropriate signs at the entrance to each lot. Authorization to park in University lots does not extend to spaces on a twenty-four-hour rented basis.
 - (2) Students may purchase permits to park in certain designated lots included in the University "lot rental" program. Hours for required permits are contained on each lot entrance sign. Application must be made to the Facilities and Services Parking Department, prior to parking in such lots.
 - (3) Students are permitted to park on any city street in accordance with the appropriate city regulations without any requirement that their cars be registered with the University.
 - (4) Students may purchase permits to park and/or store their automobiles in Lot F-23, located on Florida Avenue west of Lincoln Avenue; Lot E-14, located on the southwest corner of First Street and Florida Avenue, and parking deck B04, located on University Avenue between Goodwin and Mathews. Parking in these three lots is available twenty-four hours per day. Application must be made to the Facilities and Services Parking Department prior to parking in these lots.
 - (5) Refund of rental or storage lot fees will be prorated upon a request made to the Facilities and Services Parking Department.
 - (6) Visitors who wish to park overnight on University property must first obtain a temporary parking permit from the Facilities and Services Parking Department.

§ 2-603 Use of Motorcycles (Including Motor Scooters and Motor-Driven Bicycles)

All motorcycles and mopeds must purchase a permit and park in designated "Motorcycle Parking Permitted" parking areas. These areas are designated on the campus map. Permits are effective March 1 of each calendar year and expire the last day in February of the following year.

§ 2-604 Parking Citations

- (a) All Parking Department citations issued for violations of the University regulations may be paid to a cashier at the Facilities & Services Parking Department, 1110 W. Springfield, Urbana, or placed in any University drop box.
- (b) The penalty for each automobile and motorcycle citation shall increase as stated on the citation unless paid within seventy-two hours.
- (c) Appeals for violations or other matters concerning these regulations may be made in writing to the Facilities and Services Parking Department. Appeals must be made within five business days of citation issuance. Appeals are heard by the Appeals Board, which consists of volunteer faculty, staff, and student members.

§ 2-605 Operation of Bicycles

- (a) Any bicycle that is operated or parked on the campus by any student may be registered with the Facilities and Services Parking Department and must be operated at all times in accordance with the current *University Bicycle Code*. There is no fee for this registration. A complete copy of the regulations may be obtained from the Facilities and Services Parking Department, 1110 W. Springfield, Urbana.
- (b) Bicycles shall be parked on campus only in an area that is designated by the presence of racks for bicycle parking.
- (c) If your bicycle is stolen on campus, you should report the theft immediately to the University Department of Public Safety (333-1216).

§ 2-606 Use of In-Line Skates, Roller Skates, and Skateboards

- (a) It is the University's position to allow use of in-line skates, roller skates, skateboards, and similar devices for transportation on campus in accordance with the guidelines cited below. Regulation of these devices is deemed necessary to reduce risk of injury and use that causes damage to University property. For their safety, and the safety of others, skaters are also expected to follow other applicable University regulations and local traffic laws. Skaters should wear proper safety equipment at all times. Questions about this Rule may be directed to the Office of Campus Risk Management at 333-4660.
- (b) Use of in-line skates, roller skates, or skateboards is generally permitted for transportation on campus. However, skating is strictly prohibited:
 - (1) in all University buildings (skates should be removed prior to or immediately upon entry)
 - (2) in all multi-level parking structures
 - (3) in other areas in which this prohibition has been posted by the University to enhance personal safety, reduce property damage, or prevent interference with campus operations
 - (4) if it is performed in a manner that indicates a disregard for the safety of others or damages property
- (c) Recreational use of in-line skates, roller skates, and/or skateboards by groups and/or individuals (i.e., skill demonstrations, sports/competitions, stunts, tricks, and uses other than transportation) is prohibited from building entrances, steps, stairs, ramps, walls, sidewalks, parking lots, and other general campus space except when formally scheduled and approved by the appropriate campus unit(s); e.g., when proper arrangements have been made to use the Division of Campus Recreation skating facility located at Stadium Terrace Fields. A list of proper authorities to ask for permission to use campus space may be found in Article 2, Part 5, Use of University Premises and Facilities, of the *Code*.
- (d) Failure to comply with this policy or other applicable University guidelines and traffic laws may result in either or both of the following:
 - (1) referral to the student disciplinary system;
 - (2) Illinois Vehicle Code citations and/or arrest for any criminal offense(s).

PART 7. CHANCELLOR'S EMERGENCY POWERS**§ 2-701 Basis for Chancellor's Emergency Powers**

- (a) The Chancellor, in consultation with the President, will place into effect regulations, procedures, or measures deemed necessary or appropriate to meet an emergency, to safeguard persons and property, and to maintain educational activities. Examples of emergency measures include the imposition of curfew or other crowd-control measures, and the imposition of interim suspension upon any student where there is reasonable cause to believe the student has engaged in any disruptive or coercive act. Those placed on interim suspension shall be given prompt notice of charges and the opportunity of a prompt hearing.

- (b) The Chancellor, in consultation with the President, will institute and implement the necessary procedures for referral of such cases to the appropriate disciplinary processes. Disciplinary procedures may be invoked for violation of University or campus regulations, whether or not such violations are also violations of law, and whether or not proceedings are or have been pending in the courts involving the same acts.

PART 8. PROCEDURES FOR GRIEVANCES AND COMPLAINTS

§ 2-801 Grievance Procedures in Matters of Religious Beliefs, Observances, and Practices

Any student may appeal in writing an instructor's adverse decision to a request based on religious beliefs, observances, and practices to the dean of his or her college or to the director or dean of his or her school or institute (if such school or institute is organized as a separate unit). Before taking action, the dean or director should request that the instructor explain his or her denial in writing.

§ 2-802 Discrimination and Harassment Policy

- (a) The following procedures may be invoked by students or employees of the University who believe they have been discriminated against or harassed in violation of campus policies. These procedures may also be invoked by students or employees in units of University administration who are located on the Urbana-Champaign campus. Complaints of discrimination or harassment allegedly committed by a student are not subject to resolution under these procedures and instead should be referred to the Dean of Students for resolution under the student disciplinary system. The procedures described in this document will apply to complaints against a teaching or research assistant acting in that capacity. Complaints of discrimination or harassment allegedly committed by a student are not subject to resolution under these procedures and instead should be referred to the Office of Student Conflict Resolution (see § 1-302(b)(3)) for resolution under the student disciplinary system.
- (b) The University is committed to providing prompt and effective resolution of incidents of discrimination or harassment. The University encourages informal resolutions of discrimination complaints as close to the source as possible. If disciplinary action is warranted, discipline will be imposed in accordance with applicable University statutes and relevant University rules and regulations. Reprisals against any person for participating in this process will not be tolerated. This policy covers discrimination or harassment based on race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, disability, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam era, or other forms of invidious discrimination. Complaints related to the failure of a unit to provide reasonable accommodations for disability fall within this policy.
- (c) Sexual harassment is defined by law and includes requests for sexual favors, sexual advances, or other sexual conduct when (1) submission is either explicitly or implicitly a condition affecting academic or employment decisions; or (2) the behavior is sufficiently severe or pervasive as to create an intimidating, hostile, or repugnant environment; or (3) the behavior persists despite objection by the person to whom the conduct is directed. The University considers such behavior, whether physical or verbal, to be a breach of its standards of conduct. It will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy.
- (d) General Provisions
 - (1) The following procedures apply when a student or employee seeks to file a formal complaint of discrimination or harassment based on any of the criteria listed in the Preamble to this rule. Nothing in these procedures precludes an executive officer from trying to resolve problems by informal or collegial processes if the employee or student seeks such assistance. At any point, however, a complainant may choose to file a formal complaint.

- (2) In these procedures, all references to days mean calendar days unless specified otherwise, and all references to complainant, grievant, and respondent are meant to include one or more persons in these categories. Complainants are persons filing a complaint at Step One, grievants are those filing a formal grievance at Step Two, and respondents are the persons whose conduct is the subject of concern under this policy.

(e) Administrative Responsibility

- (1) The Office of the Provost will serve as the Chancellor's designee in the operation of these procedures. To assure consistent assessment and handling of complaints and grievances, the Office of the Provost will have the lead responsibility for overseeing all aspects of this policy and the operation of these procedures, including development of criteria for the selection, training, and evaluation of intake specialists and grievance officers. At the same time, Vice Chancellors, deans, directors, and department heads will share the responsibility for the effective functioning of these procedures within their units, subject to oversight by the Office of the Provost. Each college-level dean or director, and comparable level executive officer will be asked to nominate an intake specialist from his or her unit. Each nominee will then be reviewed and, if approved, appointed by the Provost. The Provost will appoint one or more intake specialists for administrative units.
- (2) When a complaint or grievance concerns a University administration employee, the Office of the President shall be responsible for implementing the responsibilities of the Office of the Provost described in this policy, and the final decision or concurrence shall rest with the President, or his or her designee, rather than with the Provost.

(f) Alteration of Procedure

For good cause, the Provost's Office may alter any of the requirements of these procedures, including extending timelines, provided that the alteration does not impair the ability of the complainant to bring a complaint or the respondent to defend himself or herself. Any alterations of these procedures must be communicated to all pertinent parties.

(g) Access

Any member of the campus community may seek information or file a complaint with any intake specialist (IS) on campus. As described in Step One, a complainant may file his or her complaint with an IS from his or her own unit or an IS from a different academic or administrative unit.

(h) Intake Specialists

A list of Intake Specialists is available in the Provost's Office.

(i) Advocacy

Intake specialists and grievance officers (GO) do not function as advocates for complainants/grievants or respondents. Rather, they handle complaints and grievances and are designated to serve as problem solvers, fact finders or investigators as appropriate. Intake specialists and grievance officers will inform complainants/grievants and respondents about other campus offices where they may seek support or advocacy.

(j) Confidentiality

All parties to these procedures should hold any information received or collected in confidence. Information will be protected to the extent permitted by law.

(k) Representation

The IS, GO, or any party to a dispute may be accompanied by an adviser of choice at any meeting that occurs under these procedures. If any party's adviser of choice at a meeting is to be an attorney, all participants must be informed at least three working days prior to the meeting. The IS or GO may request the advice of legal counsel at any time.

(l) Conflict of Interest

A conflict of interest is a significant professional or personal involvement with the facts or the parties to a dispute. Any participant, administrator, IS, or GO who has a conflict of

interest in a dispute covered by these procedures, or a concern about a conflict on the part of another, shall report it to the Provost's Office. The Provost's Office shall decide how to address the situation. If there is a conflict of interest involving the Provost, the Chancellor shall decide how to address the situation. If there is a conflict of interest involving the Chancellor, the President shall decide how to address the situation.

(m) Exclusivity

These procedures are intended to be the exclusive procedures used for all complaints and grievances alleging violations of this policy. However, these procedures shall not deprive students or employees of access to other appeal or problem-solving processes on campus, including those offered through their units, the Office of Equal Opportunity and Access, the Ombuds Office, the Office of the Dean of Students, the Faculty Advisory Committee or the Professional Advisory Committee, the Civil Service appeal procedure, and negotiated grievance procedures in collective bargaining agreements.

(n) Records

The reports and other records created or compiled under these procedures are to be generated, distributed and maintained as specified at the different steps. Step One records are not intended to become part of the official personnel files of the complainant or the respondent. Access to records is to be limited to the disputants and, on a need-to-know basis, to appropriate unit-level or campus-level administrators.

(o) Corrective Administrative Action

At any time after a complaint or grievance has been filed and before final disposition of the dispute, the Provost may authorize corrective administrative action to protect the best interests of the University, regardless of the preferences of the complainant or grievant.

(p) Retaliation

The University strictly prohibits and will not tolerate reprisals or retaliation against any person due to their participation in these procedures.

(q) Imposition of Sanctions

The imposition of sanctions or discipline, if recommended, will proceed in accordance with University statutes and relevant University rules and regulations.

§ 2-803 Discrimination and Harassment Grievance Procedures

(a) Step One: Informal Phase/Mediation

This part of the procedure provides for intake specialists to (1) furnish information, (2) receive complaints, and (3) attempt to resolve complaints in a mutually acceptable manner; provides an informal process that relies primarily upon the conciliation or mediation services of the intake specialist to resolve the dispute in a manner that is acceptable to both the complainant and the respondent; results in a complete report, prepared by the IS, at the completion of this step in the process; and is designed to operate in an expeditious manner.

(1) Complaint Filing

To file a complaint, complainants must (a) contact an intake specialist of their choice within 120 days following the last occurrence of the behavior that is the subject of the complaint, and (b) assist the IS in the completion of the Complaint Information Form. Any member of the campus community may consult an IS for advice, without obligation to file a written complaint. If the potential complainant declines to participate in the completion of the Complaint Information Form, however, the IS has no obligation to invoke the mediation process or otherwise process the complaint.

(2) Complaint Processing

Within five days of the complaint's receipt, the IS must report the source and substance of the complaint to the Office of the Provost, the appropriate executive officer, and the respondent. The IS shall have 30 days from the complaint's receipt to meet with the complainant, respondent, and other pertinent parties, and attempt to achieve a mutually acceptable resolution of the complaint. The IS may be granted one mediation period extension of up to 30 days.

Prior to completing Step One, the IS, upon the complainant's request and in consultation with the Office of the Provost, may decide that no useful purpose is served by pursuing the Step One mediation process and may decide that reasonable cause (as defined below) exists to move the dispute to Step Two. In such situations, the IS shall complete and submit his or her report as described below.

(3) Complaint Disposition

Within 14 days of the conclusion of the mediation period, the IS must complete and submit a report on the status of the complaint. If the complaint is resolved to the satisfaction of all pertinent parties, the IS's report must specify this resolution in appropriate detail. The report also will include a written agreement, signed by all the pertinent parties (normally the complainant, respondent and appropriate executive officer). Reports of resolved complaints will usually be brief. They are to be submitted to the complainant, respondent, appropriate executive officer and the Office of the Provost, but not normally to any other campus-level office.

If the complaint remains unresolved, the IS's report must specify (a) the complainant's allegations, (b) the respondent's replies, (c) information provided by relevant witnesses or documents, (d) a description of the mediation efforts undertaken, and (e) the status of the situation at the end of Step One. In addition, in consultation with the Office of the Provost, the IS may include his or her opinions as to whether the respondent has engaged in discriminatory or harassing conduct as defined and prohibited by campus policy. Reports of unresolved complaints will be submitted to the complainant, respondent, appropriate executive officer(s), and the Office of the Provost.

Reports prepared by an IS normally should be kept separate from the official personnel files of the complainant and respondent. The IS must retain copies of all records collected during Step One.

(b) Step Two: Formal Phase/Grievance Investigation

This part of the procedure includes the filing of a formal grievance, the appointment of a grievance officer, calls for a formal investigation of all the elements of a grievance, and is based on findings of fact relevant to each element of a grievance.

(1) Grievance Filing

If there is no mutually acceptable resolution of a complaint at Step One, the complainant may file a formal (written) grievance. The grievance must be filed within 14 days of the intake specialist's report at the conclusion of Step One. If the intake specialist, in consultation with the Office of the Provost, determines that there is reasonable cause to warrant a formal investigation of the matter, the Provost's Office will assign a grievance officer. If there is a determination that there is no reasonable cause, the case will be dismissed. Note: In most cases, the Provost delegates procedural oversight so as to preserve his or her neutrality in subsequent stages of review.

(2) Grievance Processing

The GO will conduct a thorough fact-finding investigation, and will meet with both the grievant and the respondent, interview pertinent witnesses and review relevant documents as necessary on each element of the grievance. The grievance investigation shall be completed within 45 days of the GO's receipt of the grievance.

(3) Grievance Disposition

(A) The GO will prepare a report at the conclusion of the investigation. A draft version of the GO's findings of the fact portion of the report will be conveyed to the grievant, the respondent and the appropriate executive officer for comment before the final version of the report is completed. The GO will seek comments, supported by evidence, to address factual inaccuracies and misunderstandings only. All parties will have 10 days to comment.

(B) The GO's complete report must contain (1) the grievant's allegations, (2) the respondent's replies, (3) information provided by witnesses or documents including comments on the draft report, (4) a description of the investigation process, (5) the GO's analysis of evidence and findings of fact on each element of the grievance and (6) any recommendation(s) the GO may consider pertinent to the disposition of the grievance.

- (C) The GO's findings of fact shall be made on the "preponderance of the evidence" standard. Individuals are presumed innocent unless a "preponderance of the evidence" supports a finding of misconduct. This "preponderance of the evidence" standard requires that the evidence supporting each finding is more convincing than the evidence offered in opposition to it.
- (D) If a preponderance of the evidence does not support the grievance, the GO shall also determine, and include in his or her report, whether the charges were unfounded and motivated by malice. If the grievance is found to have been filed maliciously, this constitutes a violation of this nondiscrimination policy and shall be reported to the Provost for appropriate action, including possible disciplinary action.
- (E) The GO's report will be submitted to the grievant, the respondent, the appropriate executive officer(s) and the Provost's Office. The grievant and the respondent are explicitly invited to respond in writing to the report; any such responses must be filed with the appropriate executive officer within 14 days of the date of the GO's report.
- (F) The unit executive officer (department head, dean or director, Provost or Vice Chancellor, as appropriate), in consultation with legal counsel and the Provost's Office, shall make his or her decision as to the disposition of the case within 45 days of the date of the GO's report. This decision shall be in writing and shall include an explanation of the decision. Copies of the decision will be sent to the grievant, the respondent, and other appropriate executive officers, as well as the Provost's Office.

(c) Step Three: Appeals

This part of the procedure allows either the grievant or the respondent to appeal the executive officer's disposition to the next higher administrative officer.

(1) Appeal Filing

The grievant and the respondent each have the right to appeal the executive officer's decision to the next higher administrative officer within 21 days of the executive officer's written decision in Step Two. This appeal may be based on either substantive or procedural grounds. The appeal must be submitted in writing with all supporting materials attached. (See Imposition of Sanctions in § 2-802(q) above.)

(2) Appeal Resolution

The next higher administrative officer shall decide the appeal within 45 days of the final submission of appeal materials. If this administrative officer is not the Provost, the Provost's explicit concurrence with the decision is also required. The administrative officer's decision shall be in writing, shall include an explanation, and shall be submitted to the grievant, the respondent, the lower-level executive officer, and the Provost's Office. This written decision on the appeal shall constitute the final administrative action.

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ARTICLE 3—ACADEMIC POLICIES AND
REGULATIONS

PART I. GRADES AND GRADING SYSTEM

§ 3-101 Academic Work Report Requirements

- (a) Faculty members have the responsibility to provide the University with an individual evaluation of the work of each student in their classes. Final course grades are entered on the student's permanent University record at the close of each semester, term, or session.
- (b) College faculties may require reports from each instructor during each semester, at times designated by the dean, upon the work of all freshmen and unclassified students and, if called for by the dean, upon all other students whose work is presumably below C.
- (c) Reports of midsemester grades are required upon the work of all freshmen. They are not entered on the student's permanent University record. (Enforcement of this provision will be temporarily suspended for the 2005–2006 academic year pending the completion of the conversion of student records to the new student registration system.)

§ 3-102 Grading System—Grades Authorized for All Colleges

Excellent (A+, A, A-); Good (B+, B, B-); Fair (C+, C, C-); Poor (D+, D, D-) (lowest passing grade); Failure (F) (not acceptable for degree credit), including courses dropped for academic irregularities (see § 1-402); Absent from the final examination without an acceptable excuse ABS (counts as a failure, not acceptable for degree credit). If a student is absent from a final examination, and it is clear that taking that examination could not have resulted in a passing grade for the course, a grade of F may be given instead of ABS.

§ 3-103 Computation of Scholastic Averages

- (a) Numerical Values

Grade	Honor Points	Grade	Honor Points
A+	4.00	C+	2.33
A+	4.00	C+	2.33
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67

F	Failure (including courses dropped for academic irregularities) = 0.00
FR	F by rule. Grade of "F" on the letter scale = 0.00
ABS	Absent from final; counts as failure.

- (b) Undergraduates
A uniform method for calculating undergraduate grade-point averages has been established for all undergraduate colleges on the Urbana-Champaign campus. These averages are calculated on the basis of all courses attempted for which grades and credits are assigned and that carry credit in accordance with the *Courses* catalog. Grades of S, U,

CR, NC, and PS are reported on the official University transcript but are not included in the grade-point averages since grade-points are not assigned to these letter grades. This method of calculation is used to determine honors, probationary and drop status, financial aid and scholastic awards, and transfer between colleges on this campus. For the purpose of computing a grade-point average for graduation, only the grades received in those courses counting toward the degree, including grades in repeated courses, are included in the average. (See also § 3-802.)

(c) Graduates

In calculating the grade-point average of a graduate student, only courses taken for graduate credit and with grades of A through F are included in the computation. To be eligible for an advanced degree, a graduate student must have a grade-point average of at least 2.75. Some departments require a higher average.

§ 3-104 Other Grade Symbols in Use

Other symbols in use, which are not included in computation of averages, are:

AU	Audit; indicates attendance as a visitor only.
NR	Not reported.
NV	Not valid.
FF	Used only in courses taken under the pass/fail grading option from Spring 1968 through Fall 1974. A minimum of D was required for passing.
W	Approved withdrawal without credit.
I	Incomplete. Approved extension of time to complete the final examination or other requirements of the course. Applies to both undergraduate and graduate students. (Entitles the student to an examination later without fee, or to additional time to complete other requirements of the course. The final grade must be reported on the Supplemental Grade Report Form.)

(1) Undergraduate Students

Only the dean of the student's college may authorize such extension of time in individual cases. A grade of "incomplete" that is not removed by the end of the first eight weeks of instruction in the next semester in which the student is enrolled on the Urbana-Champaign campus becomes the grade of F. (Consult the online *Class Schedule* for the exact date.) If the student receiving the incomplete grade does not reenroll on the Urbana-Champaign campus, the incomplete grade, if not removed, becomes an F after one calendar year. With the approval of the dean of his or her college, the student who has not made up an "incomplete" examination may be withdrawn from the course retroactively, provided such withdrawal is completed before the grade of "incomplete" automatically becomes a grade of F. In exceptional cases, a student who, because of absence for active military service, physical disability, or other sufficient cause, is unable to comply with the rule by removing the I grade within the specified time may be granted a limited extension by the dean of his or her college. A student whose status cannot be determined because of "incomplete" grades may register again only with the approval of the dean of his or her college. (See §§ 3-313 and 3-201.)

(2) Graduate Students

The instructor may authorize such extension of time for a graduate student regardless of the level of the course. A grade of "incomplete" must be replaced by a letter grade no later than the end of the next semester in which the student is registered or it automatically becomes an F grade. If the student does not enroll the following semester, the incomplete grade becomes an F after one year. Reasonable extensions of time are granted by the Graduate College for justifiable reasons.

- CR Credit earned. To be used only in courses taken under the credit-no credit grading option. Instructors report the usual letter grades. Any grade of C- or better will automatically be converted to CR. Prior to spring semester 1975, CR was assigned for course work taken through the Study Abroad Program with a grade of D or better.
- NC No credit earned. To be used only in courses taken under the credit-no credit grading option. Instructors report the usual letter grades. A letter grade of D+ or lower or a grade of ABS will automatically be converted to NC.
- DFR Grade temporarily deferred. To be used only in those thesis, research, and special problems courses extending over more than one semester that are taken by graduate students as preparation for the thesis and by undergraduate students in satisfaction of the requirements for graduation with honors, and in other approved courses that extend over more than one semester.

Requests for approval to use the DFR grade in courses that extend over more than one semester, which therefore require postponement of the final grade report, must be submitted in writing by the executive officer of the department offering the courses to the dean of the college for concurrence. A copy of the approval will be sent to the Office of Admissions and Records, which maintains a list of all courses approved for the DFR grade.

Graduate students: The symbol DFR in courses other than thesis (499/599) must be converted to a permanent grade no later than the end of the next semester in which the student is registered. If no grade change is submitted within that period, the DFR will be converted to an F by rule. The DFR symbol for thesis courses (499/599) stands indefinitely until a Supplemental Grade Report Form is submitted by the adviser at the completion (successful or unsuccessful) of the thesis.

- S Satisfactory.
- U Unsatisfactory. To be used only as final grades in graduate thesis research courses, in graduate and undergraduate courses given for zero credit, and in other courses that have been specifically approved by the head or chairperson of the department concerned, with concurrence of the college dean. A current list of courses that have received such approval is maintained in the Office of Admissions and Records. The fact that a particular course or a section of a course will be offered on the S/U basis must be clearly announced in the *Class Schedule* along with other pertinent course or section information.
- PS Used for test-based credit (proficiency or special exam). A minimum grade of "C-" is required.

§ 3-105 Credit-No Credit Grading Options

- (a) The credit-no credit grading option is designed to encourage student exploration into areas of academic interest that they might otherwise avoid for fear of poor grades. All students considering this option are cautioned that many graduate and professional schools consider applicants whose transcripts bear a significant number of nongrade symbols less favorably than those whose transcripts contain none or very few. Likewise, in computing a preadmission grade-point average, some of these schools may convert the NC symbol to a failing grade since they do not know whether the actual grade was a D or F.
- (b) All Students
- (1) Credit-no credit courses are not counted toward the grade-point average but are included as part of the total credit hours.
 - (2) Instructors are not informed of those students in their classes who are taking work under the credit-no credit option, and they report the usual letter grades at the end of the course. These grades are automatically converted to CR or NC.

- (3) Grades of C- or better are required in order to earn credit.
 - (4) Final grades of CR or NC (for credit or no credit) are recorded on the student's permanent academic record and subsequently will not be changed to letter grades.
 - (5) Correspondence course students may elect the credit-no credit option prior to completion of one-eighth of the lessons contained in the course; however, should they desire to return to a letter grade, an amended credit-no credit form must be filed prior to completion of one-half of the lessons.
 - (6) Courses taken under the credit-no credit option, either in residence or in correspondence, may be dropped only in accordance with the normal procedures for dropping courses.
- (c) Undergraduate Students
- (1) Any undergraduate student on clear status may elect the credit-no credit option.
 - (2) To elect the credit-no credit option, students must obtain the approval of their adviser or, in the case of a correspondence course, their adviser or college office.
 - (3) Students who are placed on probation after enrolling must change their program to eliminate the credit-no credit option.
 - (4) A maximum of eighteen semester hours earned under the credit-no credit option may be applied toward a degree at the Urbana-Champaign campus of the University. A correspondence course taken on a credit-no credit basis will be included in the eighteen semester hour maximum credit-no credit limit allowed. A full-time student may take a maximum of two courses each semester under the credit-no credit option. Part-time students may take one course each semester under this option. Summer session students may take one course under the credit-no credit option.
 - (5) Any lower- or upper-division course may be chosen under the credit-no credit option except courses used to satisfy the University's general education requirements, courses designated by name or area by the major department for satisfying the major, minor, or field of concentration, or those specifically required by name by the college for graduation.
 - (6) In cases of subsequent change of major or field of concentration, courses previously taken under the credit-no credit option in the new field may qualify for meeting major requirements.
 - (7) An undergraduate student must choose between the graded option and the credit-no credit grade option prior to the midpoint of the course (the end of the eighth week in a sixteen-week term). The credit-no credit option form must be properly approved and deposited in the college office.
- (c) Professional Students
- (1) Students in the Colleges of Law and Veterinary Medicine may elect the credit-no credit option only in undergraduate courses not required as part of the professional curriculum.
 - (2) A student in either the College of Law or the College of Veterinary Medicine must choose between the graded option and the credit-no credit grade option prior to the midpoint of the course (the end of the eighth week in a sixteen-week term). The credit-no credit option form must be properly approved and deposited in the college office.
- (d) Graduate Students
- (1) Graduate students may elect the credit-no credit option through the last day allowed for dropping a course without academic penalty. Students may elect to return to the regular grade basis by filing an amended request by the deadline date for dropping a course without academic penalty as indicated in the Graduate College calendar. The credit-no credit option form must be properly approved and deposited with Registrar's Services, 901 West Illinois Street, Urbana.
 - (2) The student's adviser must approve the election of this option in accordance with the policy established by the major department.
 - (3) Over the entire course of a degree program, a student must earn at least eight credit hours of graded (A-D) course work for each unit of credit-no credit course work. In any one semester, a four credit hours may take no more than four credit hours on a credit-no credit basis. Hours transferred from another University cannot be used as part of the "graded course work."

- (4) If a student is admitted on a limited basis, or if a student falls below the Graduate College minimum grade-point average of 2.75 (or below the departmental minimum grade-point average) and is placed on a limited status, he or she will not be allowed to register for credit-no credit course work for hours until the grade-point average has been raised to the minimum and the limited status designation has been removed.

§ 3-106 Grade Corrections

When a student's grade has been incorrectly reported, the instructor may correct the grade with the approval of the executive officer of the department in which the course is offered. (Exception: an ABS grade may be changed to a letter grade only with the additional approval of the dean of the college in which the student was registered at the time the original grade was assigned.) The regular supplemental grade report form is used to report the corrected grade; all copies of the form must be submitted to the student's college office.

§ 3-107 Procedures for Review of Alleged Capricious Grading

- (a) The following procedures are available only for review of alleged capricious grading. They are not to be used: (1) to review the judgment of an instructor in assessing the quality of a student's work, or (2) in cases involving alleged violations of academic integrity (See §§ 1-401 to 1-406). Capricious grading, as that term is used herein, constitutes any of the following: (1) the assignment of a grade to a particular student on some basis other than performance in the course; (2) the assignment of a grade to a particular student by resort to more exacting or demanding standards than were applied to other students registered for the same credit in that course; (3) the assignment of a grade representing a substantial departure from the instructor's previously announced standards.
- (b) A Capricious Grading Committee shall be elected from the faculty by the faculty of each academic unit (or if the academic unit consists of nine or fewer faculty members, of the school or college). If the instructor of the course is a member of the committee, that instructor shall be disqualified from the consideration of any appeal involving the instructor.
- (c) A student who believes that a semester grade is improper and the result of capricious grading should first confer promptly with the instructor in the course or, if the instructor is unavailable, with the department or unit executive officer or designee (DEO). If the student and the instructor (or, in the instructor's absence, the DEO) are unable to arrive at a mutually agreeable solution, the student may file an appeal with the DEO within six working weeks after the start of the next semester.
- (d) The student shall file an appeal by submitting to the DEO a written statement particularizing the basis for the allegation of capricious grading and presenting any available supporting evidence. The DEO shall submit a copy of the student's written statement to the instructor of the course with a request that the instructor promptly submit a written response thereto.
- (e) The DEO shall then submit the appeal and response to the unit's Capricious Grading Committee. The committee shall proceed to hold a fact-finding session concerning the allegations set forth in the appeal. A quorum consisting of 75 percent of the elected committee is required for this session. Both the student and the instructor shall be entitled to be present throughout this session and to present any evidence relevant to the manner in which the grade was assigned, including testimony by other persons. Both the student and the instructor shall have an opportunity to question or refute any evidence presented. The confidentiality of all evidence shall be preserved. The student and instructor may each be accompanied by a person to assist them in presenting evidence. The session shall not be open to the public.
- (f) At the close of the session, the committee shall deliberate privately. If a majority of the elected committee, or a majority of those remaining if the instructor is disqualified under the procedure outlined in the second paragraph above, shall find the allegation of capricious grading not supported by substantial evidence, it shall dismiss the appeal. If the committee finds the allegation of capricious grading to be supported by substantial evidence, the committee shall proceed to determine the most appropriate remedy. The committee

may direct the instructor to grade the student's work anew or to give the student a new examination in the course, or may take such other action as will bring about substantial justice in the individual case. However, except in the most extraordinary circumstances the committee should not award the student a new grade in the course. The decision of the committee shall be reported in writing to the student, the instructor, and the departmental office. The committee's decision is final.

- (g) The committee is not authorized to reprimand or otherwise take disciplinary action against the instructor. Evidence put before the committee shall be admissible in any disciplinary proceedings that may thereafter be undertaken against the instructor, but the disciplinary body shall make an independent determination of whether that evidence and any other information before that body constitutes sufficient proof of the conduct charged.
- (h) None of the established procedures available to the instructor to raise grievances before the Faculty Advisory Committee or alleged violations of academic freedom before the Senate Committee on Academic Freedom and Tenure shall be abridged or affected by the actions of the committee.

§ 3-108 Procedures for Review of Instructor's Ability to Communicate in English

- (a) All academic departments are to take steps to ensure that all of their instructors are able to communicate clearly in English in the classroom. However, because so many graduate teaching assistants and faculty members come from foreign countries and may not have had extensive training in English, students sometimes find it difficult to understand them.
- (b) Students who find themselves in such a situation should initiate the following procedure:
 - (1) Immediately contact the department head or chairperson of the department in which the course is being offered to report the problem.
 - (2) If the department head or chairperson determines that a substantial portion of the class members are having a similar problem in understanding the instructor, a new instructor must be assigned to the class section.
 - (3) If it is determined that only a small minority of the students in the classroom are having problems understanding the instructor, those students should be promptly transferred to another section.
 - (4) The department head or chairperson should suggest to the instructor that he or she contact the Division of English as an International Language for help.

§ 3-109 Academic Progress

- (a) The progress of the student toward a degree is the concern of the dean of the college in which the student is enrolled.
- (b) A student whose progress is unsatisfactory is subject to action by the dean of the college in which the student is registered under general provisions adopted by the faculty.

§ 3-110 Probation and Drop Rules—Undergraduate Students

- (a) The following probation and drop rules apply in all undergraduate colleges on the Urbana-Champaign campus. They do not apply in the Institute of Aviation, the Graduate College, or the professional Colleges of Law and Veterinary Medicine. (See § 3-609(b) on notification.)
 - (1) Probationary status serves as a warning to the student that unless his or her scholarship improves, the student is subject to the drop rules.
 - (2) Probation and drop rules are based on the University of Illinois semester average or on one of the following averages that governs graduation: (1) University of Illinois cumulative average; (2) combined average of the University of Illinois grades and grades in transfer courses. (See § 3-103 on computation of scholastic averages.)
- (b) Probation Rules

The following regulations shall be used to determine a student's probationary status, provided drop rules do not apply:

 - (1) Beginning Freshmen

A beginning freshman who does not earn at least a 2.0 (C) average in his or her first semester or during summer session is placed on a 2.0 probation for the next semester or summer session in which the student is registered.

- (2) Students other than beginning freshmen
 - (A) A student whose cumulative average is 2.0 or better and who does not earn at least a 2.0 average in any semester or during summer session is placed on a 2.0 probation for the next semester or summer session in which he or she is registered.
 - (B) A student whose cumulative average is 1.75 to 1.99 inclusive is placed on a 2.25 probation.
 - (C) A student whose cumulative average is less than 1.75 is placed on a minimum 2.33 probation.
 - (D) A student may be placed on a “probationary status” at any time when, in the judgment of the college, his or her scholastic record warrants such action. Likewise, the probation rules may be waived when, in the judgment of the college, a student’s scholastic record indicates that the warning provided by the probationary status is unwarranted.
- (3) Scholastic probationary status at the University may not be cleared by attendance at another institution except by special action of the dean of the student’s college.
- (4) Transfer work averages below C level may result in a student being placed on probation if the combined average does not reflect a 2.0 standing.
- (5) Removal from probation. Students on academic probation for failure to maintain the minimum grade-point average are returned to non-probationary standing upon obtaining a cumulative grade-point average of 2.0 (C = 2.0) or better.

(c) Drop Rules

The following regulations shall be used to determine if a student is to be dropped from the University.

- (1) A student is dropped if he or she fails to earn at least a 1.0 (D) average in any academic semester (not including summer session).
- (2) A student on probation who fails to meet his or her established probation level is dropped unless the student has achieved at least a 2.0 average or better for that semester and his or her cumulative average is at least 2.0.
- (3) A student who fails to make satisfactory progress toward a degree is dropped. Examples would be the repeated failure of a required course or failure to meet other conditions for continuation in the curriculum.
- (4) A nondegree or part-time student who fails to complete the conditions of admission or continuation.
- (5) The drop rules may be waived when, in the judgment of the student’s college, his or her scholastic record warrants such action.

PART 2. EXAMINATIONS

§ 3-201 Final Examinations

The following regulations will be applied with the understanding that the University must reasonably accommodate a student’s religious beliefs, observances, and practices in regard to the scheduling of final examinations if the student informs his or her instructor of the conflict within one week after being informed of the examination schedule. Any student may appeal an adverse decision. (See § 2-801.)

(a) All Students

- (1) *Requirement for final examinations:* Final examinations will be given during the scheduled final examination period for each course, except in a course that has a character that renders a final examination unnecessary or impracticable. The head or chairperson of the academic department in which the course is offered determines when a final examination is not required.
- (2) *Change in final examination schedule:* The Schedule of Final Examinations for the Institute of Aviation and all colleges (except Law and Veterinary Medicine) is prepared and published by the Office of Facility Management and Scheduling. The

schedule is found on the World Wide Web at <http://www.fms.uiuc.edu/Schedules/Final%20Exams/>. Under the Schedules/Hours heading, find the appropriate final examination schedule for the semester and class.

Instructors must give final examinations at the time specified in the Schedule of Final Examinations unless a change is approved *in advance* by the Office of the Provost. Requests for change should be submitted through the executive officer of the department in which the course is offered and the dean of the appropriate college. Permission will not be granted to those instructors wishing to change final examinations to a time outside the final examination week.

- (3) *Take-home final examinations:* If take-home final examinations are assigned, they are to be submitted at the time and date of the regularly scheduled final examination. If instructors wish to depart from this practice, they must follow the procedure for changing the final examination schedule as outlined in the preceding item.
- (4) *A student having more than two consecutive examinations:* No student should be required to take more than two consecutive final examinations. In a semester, this means that a student taking a final examination at 8:00 a.m. and another at 1:30 p.m. on the same day cannot be required to take an examination that same evening. However, the student could be required to take an examination beginning at 8:00 a.m. the next day. Similarly, a student having a final examination at 7:00 p.m. one day and another at 8:00 a.m. the next day cannot be required to take an examination at 1:30 p.m. that second day. Any student having more than two consecutive final examinations is entitled to rescheduling as follows *if he or she takes the following action no later than the last day of classes:*
 - (A) The student must investigate whether a conflict examination is being held at another time for any of the examinations involved.
Note: Instructional staff members are urged to announce any conflict final examinations by the last day of classes.
 - (B) If a conflict examination has been scheduled for any of the courses, the student must take one or more of these conflict examinations. If conflict examinations are offered for more than one course, the student must take the conflict for the course that has the largest number of students.
 - (C) If no conflict examinations have been scheduled, the student must contact the instructor of the course having the largest number of students. *The contact must be made no later than the last day of classes*, and that instructor must provide a makeup examination.
- (5) Normally in a semester several combined-sections, conflict, and noncombined examinations are given at the same time. As a guide to resolving conflicts, an order of priority has been established within each examination period, and a student should resolve a conflict using the published examination schedules and the following priority guidelines.
 - (A) National and state professional examinations (e.g., CPA, actuarial science, Architecture Registration Examination) take priority over campus final examinations. An instructor must offer a conflict examination to a student scheduled to take a national or state professional examination and a campus final examination at the same time.
 - (B) A noncombined course examination has precedence over any combined-sections or conflict examination.
 - (C) A department offering a combined-sections final examination must provide a conflict examination if required to accommodate student conflicts.

(b) Undergraduate Students

- (1) Undergraduate students must obtain the approval of the dean of their college to defer a final examination. Undergraduate students who must miss a scheduled examination should report this fact to the dean of their college as soon as possible and before the examination period.
- (2) For satisfactory reasons, students may be “excused” by the dean of their college and examined later by their instructor. Absence from a final examination for any other cause is reported as a final grade of “absent” (ABS) in the course and counts as a failure. (See § 3-103.)

(c) Graduate Students

- (1) Graduate students who are unable to take a final examination at the scheduled time or to complete other requirements of a course must make individual arrangements with the instructor. (See § 3-104.)
- (2) Approval of this deferment by the dean of the Graduate College is not required.

§ 3-202 Evening, Midterm, and Hourly Examinations

The following regulations will be adhered to regarding examinations given at times other than during regular class periods. These policies do not apply to final examinations.

The following regulations will be applied with the understanding that the University must reasonably accommodate a student's religious beliefs, observances, and practices in regard to the scheduling of evening, midterm, and hourly examinations if the student informs his or her instructor of the conflict within one week after being informed of the examination schedule. Any student may appeal an adverse decision. (See § 2-801.)

- (a) The scheduling of an evening examination requires the approval of the departmental executive officer unless the course meets regularly on the hour and day the examination is scheduled.
- (b) Any examination, except a final, given at other than the regular class hour, and when the University is in session, will be scheduled between 7:00 and 10:00 p.m., on Monday, Tuesday, Wednesday, or Thursday. An examination may also be given on Friday evening or on Saturday morning when, in the opinion of the dean, exceptional circumstances appear to warrant it.
- (c) Students are to be excused from one or more regular class periods for an amount of time equivalent to that required for the evening examination.
- (d) Evening examinations may be given only in courses with multiple sections unless, in the opinion of the departmental executive officer, special circumstances appear to justify an exception.
- (e) Conflict or makeup examinations must be arranged for those students who cannot take the scheduled evening examination because of the conflicts arising from participation in any of the following activities:
 - (1) Other examinations, including special examinations, scheduled at a prior date. Priority will be given to the examination announced in class the earliest in the semester. If the two (or more) examinations being held at the same time were announced on the first day of class of each course, conflict and makeup examinations will be offered by the instructors of all of these courses and the students may choose which conflict or makeup examinations they wish to take.
 - (2) Regularly scheduled performances or rehearsals.
 - (3) Regularly scheduled classes, including kinesiology and military.
 - (4) Sickness, regular employment, or other extenuating circumstances. Appeal of an instructor's decision regarding the legitimacy of an excused absence may be made to the dean of the college.
- (f) Conflict or makeup examinations should be held within one week of the regularly scheduled examinations. If at all possible, conflict or makeup examinations should be held during the class period from which students are excused for the evening examination.
- (g) A written request, indicating departmental approval (or college approval, when required), for rooms in which to conduct evening or Saturday morning examinations should be submitted to the Office of Facility Management and Scheduling, 807 South Wright Street, Suite 320, as far in advance of the desired date as possible.

§ 3-203 Proficiency Examinations

The following regulations will be applied with the understanding that the University must reasonably accommodate a student's religious beliefs, observances, and practices in regard to the scheduling of proficiency examinations if the student informs his or her instructor of the conflict within one week after being informed of the examination schedule. Any student may appeal an adverse decision. (See § 2-801.)

(a) All Students

- (1) Information concerning proficiency examinations may be obtained from the student's college or from the department concerned. Except as provided in subsection (2)(E) below, a student must secure the consent of the head or chairperson of the department concerned to take these examinations.
- (2) Departmental proficiency examinations may be taken only by the following:
 - (A) Students who are in residence. (A student attending as an auditor only is not considered to be a student "in residence.") For the purpose of this rule, a student who has completed the work of a semester is considered to be under registration for fifteen days after the close of the final examination period, except that a student who has completed the work of the spring semester or the summer session is considered to be still under registration for the purpose of this rule up to the end of the registration period for the fall semester.
 - (B) Proficiency examinations for advanced standing and special examinations in courses that have been failed may be taken by graduating seniors at any time designated by the instructor within the time limits of subsection (2)(A) above. (See § 3-204 on special examinations.)
 - (C) Persons who have been in residence and are currently registered in correspondence or extramural courses.
 - (D) Persons not registered in the University at the time but who are candidates for undergraduate degrees at the University of Illinois and who need no more than ten semester hours to complete the requirements for their degrees. (See subsection (2)(B) above.)
 - (E) Prospective students who participate in the advanced placement and proficiency testing sessions offered during the Precollege Programs. Credit earned by this method does not become a part of the student's University record until after he or she has completed registration in the University of Illinois.
- (3) A proficiency examination may not be taken either to raise a grade or to earn credit in a course that has been failed. (See § 3-204 on special examinations.)
- (4) An examination for credit in a college subject of elementary character is not granted to a student who has received credit for more than one semester of work in the subject in advance of the course in which the examination is requested.
- (5) The grade in proficiency examinations is PS or F, but students are not given a grade of PS unless they have made at least C- in the examination. No official record is made of failures in these examinations, but some departments may prohibit a student from retaking the examination.
- (6) Proficiency examinations are generally given without cost to the student; a fee may be charged to defray the cost of proficiency examinations prepared by agencies outside the University.
- (7) Students wishing to take a proficiency examination in a subject not offered at the campus at which they are or have been registered, but offered at another campus of the University, may do so upon satisfying the above conditions, provided they obtain approval from their primary campus (the campus at which they were last enrolled) for concurrent registration prior to taking the examination.

(b) Undergraduate Students

- (1) Proficiency examinations for advanced standing are offered in all University courses normally open to freshmen and sophomores. A student may take proficiency examinations in more advanced undergraduate courses on recommendation of the head or chairperson of the department and approval of the dean of the college.
- (2) Undergraduate students who pass a proficiency examination are given credit toward graduation for the amount regularly allowed in the course, provided such credit does not duplicate credit counted for admission to the University and provided the credit is acceptable in their curriculum.

- (3) Credit earned by a proficiency examination does not count toward satisfying the minimum requirement when the last thirty semester hours applicable toward the degree sought must be earned in residence. (See § 3-801 on residence requirement for graduation.)
- (c) Graduate Students
Graduate students may satisfy specific requirements by proficiency examinations, but such credit cannot be applied toward graduate degrees.

§ 3-204 Special Examinations

The following regulations will be applied with the understanding that the University must reasonably accommodate a student's religious beliefs, observances, and practices if the student informs his or her instructor of the conflict within one week after being informed of the examination schedule. Any student may appeal an adverse decision. (See § 2-801.)

- (a) Special examinations may be given only in courses taken in residence at the University of Illinois or in University of Illinois correspondence courses in which a failing grade (F, ABS, or NC) has been received.
- (b) Special examinations may be had only upon the recommendation of the head or chair of the department concerned or of some person duly authorized by the head or chair, and with the approval of the dean of the college in which the student is enrolled.
- (c) Special examinations in correspondence courses must be approved by the head of the Guided Individual Study Section. A student who has been registered for campus work must also obtain the approval of the dean of his or her college.
- (d) The Office of Admissions and Records is authorized to issue a special examination permit to a registered student or to former student not currently registered who has no more than ten semester hours remaining to complete the degree. A student attending as an auditor only is not considered to be a student in residence.
- (e) Special examinations in courses that have been failed and proficiency examinations for advanced standing may be taken by graduating seniors at any time designated by the instructor within the time limits of subsection (f) below. (See § 3-203.)
- (f) A student who has completed the work of a semester is considered to be still under registration for the purposes of this rule until the first day of instruction for the following semester.
- (g) A student who has been dropped from the University is not eligible to take special examinations unless he or she has been reinstated and meets the conditions stated in subsection (d) above.
- (h) A special examination should be taken before the end of the next semester in which the student is registered following failure in the course.
- (i) No special examinations may be given until after the close of the semester or summer session in which the course was failed.
- (j) A special examination in a correspondence course in which a grade of F has been received by a student not currently registered in the University must be taken within thirty days of the date of notification of the grade by the Correspondence Section of the Office of Continuing Education.
- (k) Special examination grades are reported as PS or F, but no student is given a grade of PS unless he or she has earned a grade of C- or better on the examination.
- (l) A student given a grade of PS in a special examination will receive the credit normally allowed for the course, subject to all regulations governing the individual student's curriculum.

- (m) Grades earned in special examinations are not included in the computation of averages. (A passing grade on a special examination does not remove the previously earned failing grade.)
- (n) A fee of \$10 must be paid *in advance* for each special examination.

PART 3. REGISTRATION, COURSE CHANGES, AND WITHDRAWAL

§ 3-301 Number of Hours Required

- (a) All Students
 - (1) For undergraduate, graduate, and professional students, the minimum program required for receipt of maximum educational benefit payments under the Veteran’s Readjustment Benefits Act of 1966 and receipt of Social Security benefits as a dependent is twelve hours in a semester (six hours in the summer term).
 - (2) Twelve credit hours and above in a semester constitute a full program of study for tuition and fee assessment; in the summer term, the number of hours is six and above. (See § 3-501(b) on credit ranges.)
 - (3) Enrollment in at least twelve credit hours in a semester is required for certification as a full-time student with one exception. Graduate students with assistantship appointments of 25–67%, inclusive, for a semester will be considered full-time for certification purposes when they are registered for at least eight credit hours. For purposes of load calculation, English as a Second Language courses required or recommended by the English as a Second Language Placement Test will count as four hours even if the registration is listed in the student registration systems as zero hours. Enrollment in at least six credit hours is required for certification as a half-time student in a semester. In the summer term, enrollment in at least six credit hours is required for full-time certification.
 - (4) For University academic terms of other lengths, the number of hours are determined proportionately in accordance with the above principles.
 - (5) Study Abroad students shall be considered full-time at the University when they are registered for at least the minimum full-time academic load as defined by the international institution.
- (b) Undergraduate Students
 - (1) Each student is required to pursue a normal program of studies. The number of hours varies with the college and curriculum. More or less than a normal program may be permitted only by authority of the dean of the college or designated representative. (See § 3-401.)
 - (2) In most colleges, fourteen semester hours are required for Dean’s List recognition. (See § 3-401.)

§ 3-302 Classification of Undergraduate Students

- (a) Classification of undergraduate students is made by the Office of Admissions and Records based upon the number of credit hours earned. Classification for registration-certification and assessment purposes (except as indicated in subsection (b) below) is based on the following scale:

Freshman standing	0–29.9 hours
Sophomore standing	30–59.9 hours
Junior standing	60–89.9 hours
Senior standing	90 or more hours
- (b) Students entering the University directly from high school as degree candidates with academic credit earned by advanced placement or similar programs for superior students are considered freshmen for the purpose of admission and registration, but not tuition assessment, regardless of the number of college credit hours they have earned at other institutions or by examination. A freshman applicant is a degree-seeking student who

applies for admission while attending high school, regardless of the amount of college credit earned; or is a student enrolled in the fall term who attended college for the first time in the prior summer term; or who, since graduating from high school, has not attended another postsecondary institution as a degree-seeking undergraduate student.

§ 3-303 Registration

- (a) Students may register for courses by computer. When a student does so, the student agrees to pay tuition and fees to the University according to the payment policies and schedules adopted by the Board of Trustees. If a student wishes to cancel his/her registration, and thus avoid payment of tuition and fee charges, the student must do so by 5:00 p.m. of the day before the first day of instruction. (See § 3-307.)

Unauthorized use of University computerized systems, data, or resources; unauthorized use of another individual's identification, account, or password; or an attempt to gain unauthorized access is prohibited by University policy and may constitute a violation of Illinois state law. Access to the student registration system will be terminated if the student is found to be making excessive unsuccessful registration attempts. The department office should be consulted if the student needs assistance in adding a particular course.

- (b) Days for registration are designated for each term and are published in the *Class Schedule* for that term. Each term, students are assigned an earliest registration time or time ticket when they may first use the course enrollment portion of the student registration system. Access is subject to holds that may be imposed by the student's college of enrollment or an administrative office. Registration times are assigned on the basis of the college of enrollment and credit hours earned.
- (c) A student who has courses on her/his record as of 5:00 p.m. the day before the first day of instruction is enrolled in courses as shown on the student's schedule and thus obligated to pay all tuition and fees assessed.
- (d) Course enrollment: A student may enroll in courses subject to conditions imposed by the colleges and academic departments.
- (1) Colleges and departments reserve the right to impose enrollment requirements and prerequisites; to reassign students to other sections in a course; to withdraw students from a course or section after the course is on the student's record; or to cancel a course offering or section for legitimate educational reasons (for example, whenever minimum enrollment standards have not been met).
 - (2) The registration of a student who fails to meet conditions for continued enrollment may be canceled by college action.
 - (3) Conditions for course enrollment and changes to them may be publicized in the online *Class Schedule* or other media available to the University, and in department offices.
- (e) Under certain conditions, a college, a department, or the Office of Admissions and Records may alter or create a student's course enrollment. For example:
- (1) Students may request the appropriate administrative office to act if they are unable to take action because of deadlines and/or restrictions enforced by the student registration system.
 - (2) Students who are off campus and are unable to access the student registration system during early registration may request courses by submitting a completed Schedule Planning Form to their college office.
 - (3) First-year students in law and veterinary medicine may be registered by their colleges.
- (f) The initial billing for each term will be available online as an electronic bill (E-Bill) on the first day of the next month after the term begins for all students who have courses on record as of the first day of instruction. The University no longer mails student account bills to registered students.

§ 3-304 Registration of Nondegree Students

- (a) Nondegree students enroll under one of the two enrollment options:
 - (1) Academic year: Fall and spring semesters with summers optional.
 - (2) Summer session only: Enrollment for fall and spring terms is not allowed; application for admission is necessary to be considered for the academic year enrollment pattern.
- (b) Part-time nondegree students are subject to the following restrictions:
 - (1) The college of enrollment (home department, at the graduate level) has the right to terminate a continuing nondegree student's enrollment authorization at any time prior to the beginning of a term.
 - (2) Enrollment is limited to part-time status (less than twelve credit hours) in the fall or spring semester.
 - (3) Part-time nondegree students are ineligible for early registration for the fall or spring semester; they may, however, register after the third day of instruction in the fall or spring semester. The late registration fine is waived for nondegree students registering on the fourth through the tenth days of instruction.
 - (4) The same grading system is applicable to degree and nondegree students. Credit earned on nondegree status is not applicable to a degree except by subsequent admission to degree status and, at the graduate and professional level, successful petition for application of such credit to the degree. A maximum of twelve hours of graduate credit earned while on nondegree status may be applied to a degree.
 - (5) Nondegree students must apply for admission to be considered for degree status enrollment.
- (c) Persons admitted to the University as nondegree students for participation in special programs are categorized as "full-time" nondegree students. Nondegree students eligible for full-time status, and thus early registration privileges, are:
 - (1) students admitted on nondegree status for the sole purpose of participation in an off-campus program, and
 - (2) participants in University-affiliated exchange programs.
- (d) No other students are given the privilege of full-time nondegree status without the permission of the Office of Admissions and Records.
- (e) Concurrent enrollees are part-time nondegree students, ineligible for early registration in the fall or spring semester.

§ 3-305 Registration of Auditors

- (a) An "auditor" is only a listener in the classes attended; he or she is not a participant in any part of the exercises.
- (b) A student attending as an auditor only is not considered to be a student in residence.
- (c) Auditors are not permitted in laboratory, military, kinesiology (other than theory), or studio classes.
- (d) Permission to attend a class as a listener or an auditor is granted only by the instructor of the class with the approval of the dean of the college concerned. Written approval must be obtained on an official Auditor's Permit available at college offices.
- (e) Former students not currently registered must obtain the approval of the dean of the college in which they were last registered. Persons not previously registered obtain the approval of the dean of the college in which the course is offered.
- (f) Students on "dropped" status are not eligible to visit classes. (See § 3-110 on drop rules.)
- (g) Staff employees of the University must secure the recommendation of the head of the department in which they work.

- (h) Students registered full time (Tuition Range I) are not charged a fee for visiting classes. (See § 3-501(b).)
- (i) Persons not registered in University courses and students registered in a partial program (Range II, III, or IV) are charged a fee of \$15 (amount subject to change) for each course attended as an auditor. The auditor's fee is waived for persons sixty-five years of age or older. Proof of age must be presented at Records Service Center, 901 West Illinois Street, Urbana.
- (j) Students who change from credit registration to auditor status in the same course and who are not eligible for refund of tuition and/or fees for credit registration dropped are not charged the auditor's fee.

§ 3-306 Payments

- (a) A student must return the Registration Statement of Charges and Aid with the appropriate payment by the due date shown on the statement. A student who fails to meet the due date is assessed a \$25 charge (amount subject to change) for late payment.
- (b) A student who either fails to withdraw officially from the University or withdraws following the refund period is responsible for payment of all tuition and fee charges. (See § 3-510.)

§ 3-307 Late Registration

- (a) General Provisions
 - (1) The individual colleges determine the latest date on which their students may register.
 - (2) A late registration fine of \$15 (amount subject to change) is charged all students registering after 5:00 p.m. of the first day of instruction.
 - (3) The late registration fine may be waived upon petition in exceptional circumstances, such as serious illness or death in the immediate family, or other circumstances beyond the control of the student. The petition is available at Records Service Center, 901 West Illinois Street, Urbana.
 - (4) Students who are registering only for courses that begin in the middle of the semester are not registering late, provided their registration is completed before the beginning of such courses.
 - (5) A part-time nondegree student whose registration is deferred by the University is not subject to the late registration fine, provided registration is completed within the time specified. (See § 3-304.)
 - (6) The late registration fine is not covered by scholarships or other tuition and fee waivers.
- (b) Registration after the first ten days of a term
 - (1) A student who registers after the first ten days of a term must have a Late Registration Form completed and approved by the department offering the courses of desired enrollment. (See § 3-311.)
 - (2) Undergraduate students must submit the completed Late Registration Form to their college office to complete the registration. Graduate students must submit the completed Late Registration Form to the Records Service Center, 901 West Illinois Street, Urbana. A service representative will enroll the student in the courses approved on the form.

§ 3-308 Cancellation of Registration

- (a) A student who has placed courses on her/his record and later decides not to attend the University may cancel registration up to 5:00 p.m. on the day before the first day of instruction provided the student has neither attended any classes nor received any related student services.
- (b) Once a student has attended a class or used campus services, the student may not cancel his/her registration. If the student leaves the University, the student must officially withdraw from the University as required by § 3-313. Refunds for students who withdraw from the University are governed by § 3-509.

- (c) Before the end of the day before the first day of instruction for a term, a student may cancel registration and be relieved of all tuition and fee charges. A student may cancel registration in one of the following ways:
- (1) By using the student registration system to remove all but the last course by 5:00 p.m. of the day before the first day of instruction, and informing the Office of Admissions and Records.
 - (2) By submitting a request for cancellation of registration to the Office of Admissions and Records. The request must be received no later than 5:00 p.m. on the day before the first day of instruction. Requests by mail should be addressed to the Office of Admissions and Records, 901 West Illinois Street, Urbana, IL 61801.
 - (3) Requests in person should be made at the Records Service Center, 901 West Illinois Street, Urbana, by 5:00 p.m. on the day before the first day of instruction.

§ 3-309 Repeated Undergraduate Courses

- (a) A student who repeats a subject for which the student has previously received credit (either by class work at the University, or by advanced standing previously allowed for work done elsewhere) does not forfeit the original credit in the event the student should fail the course on the second attempt. Where a course has been repeated, both the original and subsequent grades are included in the average if the course is acceptable toward graduation, but the credit is counted only once. (See § 3-103 on computation of grades.)
- (b) If the course is repeated yet again, all grades received, passed or failed, are counted in the graduation average, except as indicated in § 3-802 on minimum scholarship requirements for graduation.

§ 3-310 Correspondence and Extramural Courses

- (a) All Students
- (1) Correspondence courses are open to applicants who can meet the University entrance requirements and also to persons eighteen years of age or older whose applications are approved by the head of the Guided Individual Study Section of the Office of Continuing Education.
 - (2) Upon completion of the junior year in an Illinois high school, qualified superior students may enroll for college credit in extramural courses or in correspondence courses. To be eligible for such enrollment, students must be recommended by their high school, and this recommendation must be concurred in by the Director of Undergraduate Admissions, by the dean of the college concerned, and by the departments in which the course or courses are to be taken.
 - (3) No student is permitted to register in more than three correspondence courses at one time.
 - (4) Students enrolled for courses in residence must obtain approval of the dean of their college to enroll concurrently in correspondence courses.
 - (5) Students who have been dropped from the University for poor scholarship must obtain the recommendation of the dean of their college before completing an application for admission to correspondence work and before completing registration in an extramural course.
 - (6) Correspondence courses, under certain conditions, may be taken on a credit-no credit basis. For regulations concerning the credit-no credit option, see § 3-105.
 - (7) Enrollment in correspondence courses does not qualify a student for a student loan or an in-school deferment.
- (b) Undergraduate Students
- (1) After matriculation, students may count toward their degree, with the approval of the dean of their college, as much as sixty semester hours of credit earned in extra-mural courses and/or correspondence study, provided:
 - (A) they complete all the remaining requirements for the degree in residence at the University, or
 - (B) they present acceptable residence credit for work done elsewhere and complete the requirements needed for their degree in residence at the University. In all cases, the senior year (two semesters of not less than thirty semester hours) must be done in residence at the University.

- (2) University of Illinois correspondence and extramural courses are not counted toward satisfying the minimum residence requirement for graduation (the last thirty semester hours), nor are they considered as interrupting University residence. (See § 3-801.)
 - (3) Students who have completed their first three years in residence in the University, earning a minimum of ninety semester hours, may do all or part of their senior year in correspondence or extramural study, subject to meeting all the requirements for their degree.
 - (4) Credit for correspondence work taken from fully accredited institutions may be allowed, but only on approval of the dean of the student's college.
- (c) Graduate Students
- Credit for correspondence courses may, with department approval, be applied toward an advanced degree but will not help fulfill residence requirements.

§ 3-311 Adding and Dropping Courses

- (a) Except for courses described under subsection (b), a student may add a course during the first ten days of instruction and may drop a course during the first eight weeks of instruction in a semester. (See the online *Class Schedule* for exact dates.) A college or department may place an advising hold on a student whom they wish to see prior to adding or dropping a course.
- (b) However, some instructors or departments may limit adds for specific courses before the deadline, where missing early class sessions would severely impair the student's chances for successfully completing the course. An instructor who intends to limit adds before the deadline must secure the approval of the unit's Executive Officer before doing so. The instructor should also announce this restriction in class or include it in the course syllabus. Where this restriction is known in advance, it should be included in the course description.
- (c) When students are allowed to add a class within the designated Add period, the instructor must reasonably accommodate them in making up work they have missed. For admission to a class after the designated Add period, a student must secure the consent of the departmental representative in charge of the course who may require the student to pass an examination in the work already covered by the class or to present other satisfactory evidence of ability to proceed with the class.
- (d) The following rules apply only in the undergraduate colleges and the Institute of Aviation (See § 3-509 for refund deadlines.)
 - (1) New courses may be added only during the first two weeks of a semester or the first week of an eight-week course.
 - (2) Courses, except required courses, may be dropped without academic penalty, provided that the minimum academic load required by the college is maintained, during the first eight weeks of a semester or the first four weeks of an eight-week course.
 - (3) For University academic terms of other lengths, the times for adding and dropping courses are determined proportionately in accordance with the above principles; the respective *Class Schedules* contain the exact dates.
 - (4) A grade of W or F will be assigned to a course dropped after these deadline dates, based on the evaluation of the circumstances by the college in which the student is enrolled.
 - (5) In case of extenuating circumstances (such as illness, injury, or unusual financial pressure), a student may be permitted to drop a course without academic penalty and regardless of time if, in the judgment of the student's college, such action is warranted.
 - (6) A Study Abroad student who is enrolled as full-time during the semester(s) abroad by a "placeholder" enrollment must maintain 12 credits or the full-time enrollment equivalent as defined by the international institution. If upon receipt of the transcript from the international institution following the Study Abroad experience, the student is found to have enrolled in or completed less than the full-time requirement, a grade of W will be recorded for the balance of credits; this grade will appear in the student's registration record, but not on the student's transcript.

- (e) Change of section within a course is permitted at the discretion of the department teaching the course.

§ 3-312 Withdrawal from Courses for Academic Deficiency

- (a) A student wishing to withdraw from a course in which he or she has become seriously deficient may be required by the dean of the college to accept the grade of F for the course.
- (b) The college office may withdraw a student for academic deficiency using the student registration system. In such cases, the dean notifies the Office of Admissions and Records to record a grade of F for the course.

§ 3-313 Withdrawal from the University—General Rules

- (a) All Students
 - (1) A student who leaves the University during any term must officially withdraw from the University. A student who is enrolled in only one course and later drops that course must withdraw from the University. Failing grades will be assigned to any student who leaves the University without completing withdrawal.
 - (2) Withdrawal procedures:
 - (A) Obtain a clearance form from the office of the dean of the college or graduate department. The date the student notifies the college or graduate department office of his/her intent to withdraw should be recorded as the official withdrawal date.
 - (B) Obtain the signatures of the University officers as indicated on the clearance form.
 - (C) Return the clearance form to the dean (or department head) for approval.
 - (D) Deposit the clearance form at the Records Service Center, 901 West Illinois Street, Urbana.
 - (3) A student may not officially withdraw once the University discipline system has initiated action against a student until the hearing of the case has been conducted.
 - (4) The student ID card remains valid for the term in which fees for services have been paid and not refunded. Check-cashing and charge privileges are not available for students who have withdrawn.
- (b) Undergraduate Students
 - (1) The dean may issue a clearance form with a notation that failing grades are to be recorded in specified courses in which the student is seriously deficient.
 - (2) A student may be dropped or placed on probation for poor scholarship as of the date of the withdrawal at the discretion of the dean. If such a student fails to file clearance papers with the Office of Admissions and Records, the dean may file them.
 - (3) A student who withdraws from the University within the last three weeks of instruction in any semester or within the last two weeks in any summer session or whose status cannot be determined because of excused grades may have an academic hold placed by their college on any future registrations.

§ 3-314 Withdrawal from the University for Military or Other National Defense Services

- (a) Undergraduate and Professional Students
 - (1) Credit in Courses
 - (A) Undergraduate or professional students at Urbana-Champaign who, after completing the seventh week and before completing the twelfth week of the semester, withdraw from the University in order to enter into active service with the Armed Forces of the United States or other country (including the National Guard), or other service pertaining to the national defense that is approved by the appropriate University committee and do so enter within ten days of the date of withdrawal, shall be entitled to receive, without examination, credit for one-half of each course in which they have attained a standing of C- or better at the time of withdrawal. The grade reported shall be that attained in the course up to the

time of withdrawal. (Grades reported below C- are recorded as W (withdrawn); grades of C- or higher reported in courses taken under the CR-NCR option are recorded as CR.)

- (B) Students who are members of the Active Reserve Forces (including the National Guard) called to active duty under normal training orders will not be granted academic credit for courses in which they are enrolled unless they have requested a postponement of such a period of active duty for training until the summer recess, and unless the University has received a verification that such a request was officially denied. This requirement, however, shall not apply to individuals who are called to active duty as a result of national emergency or as a result of the mobilization of the Reserve Forces (including the National Guard).
- (C) Where such withdrawal occurs upon completion of the twelfth week of the semester, or later, such student shall be entitled to receive full credit upon like conditions.
- (D) In cases in which withdrawal occurs during terms of different lengths, the same credit provisions prevail, as follows:
Twelve-Week Term – Half credit after six weeks; full credit after nine weeks.
Eight-Week Session – Half credit after four weeks; full credit after six weeks.
 (See § 3-509(g) on refund regulations.)
- (E) Students, irrespective of their grade in any course in which they are then registered, who withdraw from the University at any time for any of the above-mentioned reasons, shall be entitled at their discretion to take an examination for credit in the course or for credit for only the first half thereof. The usual grading system applies. (See § 3-102 on grading system.)

(2) Graduation

- (A) Students who have been in residence at the University for not less than two full semesters at Urbana-Champaign, who have met all requirements for graduation (including minimum scholarship requirements), except those that they would fulfill by completing the courses for which they are registered at the time of withdrawal from the University in order to enter into active service with the Armed Forces, will receive full credit in those courses and may be recommended for a degree provided they have completed the seventh week of that semester (sixth week in a twelve-week term or fourth week in an eight-week session), and provided they have a standing in the courses for which they are registered that, if maintained to the end of the semester, would satisfy the requirements for graduation. If the withdrawal occurs before the completion of the seventh week of such semester (sixth week in a twelve-week term or fourth week in an eight-week session), students may be recommended for a degree upon passing examinations covering the first half of the subject matter of the courses in which they are then registered.
- (B) A senior who is eligible for continuing enrollment who at any time leaves the University to enter military service and does so enter within ten days, and who lacks no more than one-sixteenth of the total credit hours required for a degree, may, at the discretion of the college concerned and on approval of his or her major department, be recommended for such degree. But no student should be considered eligible for this privilege who has acquired hours under the provisions of subsection (2)(A) above.
 - (i) “A senior who is eligible to continue” shall be interpreted to mean one whose progress during his or her University registrations has been satisfactory to the administrative officers of his or her college. Among grounds for dissatisfaction might be negligence in meeting requirements, or scholastic deficiencies.
 - (ii) “At any time” shall be interpreted to mean “during any semester of residence or the interim between successive semesters.” It is not intended that students who stay out of college for any semester, and who thus do not make continuous progress to their degrees, shall be eligible for the privilege extended in these rules.

(b) Graduate Students

A graduate student who withdraws from the University at any time in order to enter into active service with the Armed Forces, or other service pertaining to the national defense as determined by the appropriate University committee, shall be entitled to receive such credit for work theretofore done by the student as the professor in charge of his or her major work and the dean of the Graduate College, in accordance with the recommendation of the instructor or instructors in charge of the work in which he or she is registered, deem proper, these officers being guided by policies comparable to those that apply to undergraduate students who withdraw from the University in order to enter into active service with the Armed Forces, or other service pertaining to the national defense.

PART 4. UNDERGRADUATE ACADEMIC RECOGNITION

§ 3-401 The Dean's List

- (a) The names of eligible undergraduates who have achieved a grade-point average for a given semester that places them approximately in the top 20 percent of their college will be included on a list prepared for the dean of the college. The GPA level for the Dean's List will be set by each college and may be adjusted periodically.
- (b) To be eligible for Dean's List recognition, students must complete at least fourteen academic semester hours taken for a letter grade (A through F). Students with I, DFR, or missing grades will be added as soon as letter grades are resolved and eligibility can be determined.

§ 3-402 Campus Honors Program—Chancellor's Scholars

- (a) One hundred students are admitted to the Campus Honors Program annually and are designated as "Chancellor's Scholars." This recognition is noted on the official University record for each year the student meets program requirements.
- (b) Students may enroll in any undergraduate curriculum and are also encouraged to participate in departmental and college honors programs.
- (c) As Chancellor's Scholars, students enroll in special small honors sections of classes that fulfill elective and general education requirements. They are assigned a faculty mentor in their chosen discipline, and are able to participate in extensive co-curricular activities involving informal interaction with notable campus faculty members and outside speakers.
- (d) For additional information, contact the Campus Honors Program Office, 1205 West Oregon Street, Urbana.

§ 3-403 Edmund J. James Scholars

Successful performance for one academic year as an Edmund J. James Scholar is recorded on the student's official University record as "Edmund J. James Scholar (year)." Specific criteria for appointment and recognition as a James Scholar vary from college to college.

§ 3-404 University Honors—Bronze Tablet

- (a) Continuous academic achievement is recognized by inscribing the student's name on the Bronze Tablet, which hangs on a wall of the Library. To qualify, undergraduate students must:
 - (1) have at least a 3.5 (A = 4.0) cumulative grade-point average for all work taken at the University through the academic term prior to their graduation; and
 - (2) rank, on the basis of their cumulative grade-point average (including University of Illinois at Urbana-Champaign and transfer work, if any) through the academic term prior to their graduation, in the top 3 percent of the students in their college graduating class.

- (b) Transfer students, in addition to meeting the general rules for qualification, must satisfy two additional requirements: (1) they must have cumulative University of Illinois at Urbana-Champaign grade-point averages as high as the lowest ones listed for students in their college who qualify on the basis of having completed all of their work at the University of Illinois at Urbana-Champaign; and (2) they must earn forty or more semester hours at the University of Illinois at Urbana-Champaign through the academic term prior to their graduation.
- (c) For the purpose of this award, college graduating class means all students receiving bachelor’s degrees from the same University of Illinois at Urbana-Champaign college between July 1 of each year and June 30 of the next.
- (d) For the purpose of this award, academic term prior to graduation means: for August graduates, the preceding spring semester; for October graduates, the preceding spring semester; for December graduates, the preceding summer session; for May graduates, the preceding fall semester. The list will be determined each year following the availability of grades for the fall semester.

§ 3-405 Undergraduate College Honors

Each college prescribes the conditions under which candidates for its degrees may be recommended for graduation with honors in recognition of sustained intellectual achievement throughout the student’s undergraduate career. These distinctions are noted on the student’s baccalaureate diploma, permanent University record, and official transcripts of credits.

PART 5. REGISTRATION CHARGES

§ 3-501 Tuition Assessment

- (a) Students are assessed tuition on the basis of their college and curriculum of enrollment; residence classification; and credit range determined by the number of semester hours for which a student is registered. There is a tuition surcharge for undergraduate and graduate students enrolled in several curricula. In addition, certain degree programs have specifically determined tuition charges. Information is available at the Records Service Center, 901 West Illinois Street, Urbana, (217) 333-0210.
- (b) Credit ranges for tuition and fee assessment purposes are:

	Semester	Summer Term
Range I	12 hours or more	9 hours or more
Range II	6–11 hours	5–8 hours
Range III	1–5 hours	1–4 hours
Range IV	0 credit	0 hours

- (c) The residency classification of students for admission and tuition assessment is determined on the basis of information given on the admission application and other credentials. Students who desire to change their assigned residency status must file a petition according to the procedures and within the time limits set forth in the regulations governing residency. (See §§ 3-901 to 3-904.)
- (d) Students enrolled in the Veterinary Medicine Professional Program are assessed a single tuition rate for each of the four years of the professional curriculum; tuition is not prorated over the traditional four ranges since the professional curriculum requires a full course of study each term.
- (e) The University Board of Trustees determines tuition rates; current rates may be found in the online *Class Schedule*. Information regarding waivers is given in § 3-503. Students with questions about tuition may call (217) 333-0210 for clarification.

§ 3-502 Tuition Assessment—University Employees

- (a) Academic employees of the University and of certain specifically identified related agencies and graduate assistants under appointment for less than 25 percent of full-time service, and staff employees under appointment for less than 50 percent of full-time service are not eligible for tuition and fee benefits.
- (b) To be eligible for tuition and fee benefits, an appointment must be to an established position for a specific amount of time and at a salary commensurate with the percentage of time required. Service for at least three-fourths of the academic term is required.
 - (1) A term is defined as running from the first day of instruction through the last day of final examinations.
 - (2) Three-fourths of a term is defined as ninety-one days in a semester.
- (c) Students who resign their appointments, or whose appointments are canceled before rendering service for at least three-fourths of the term, become subject to the full amount of the tuition and fees unless they withdraw from University classes at the same time or before the appointment becomes void, or they deposit their thesis with the Graduate College within one week following the resignation date.
- (d) Employee tuition and fee privileges do not apply to students employed on an hourly basis in either an academic, graduate assistant, or nonacademic capacity, or to persons on leave without pay. University employees appointed to established civil service positions whose rates of pay are determined by negotiation, prevailing rates, and union affiliation are not considered as paid on an hourly basis and are entitled to the same tuition and fees privileges accorded to other staff members under the regulations.
- (e) Tuition waivers are not granted for the Executive MBA Program, or other self-supporting programs.
- (f) For the purpose of this section, the four employment categories at this campus are defined as follows:
 - (1) The *faculty* includes (1) those in the professorial ranks (i.e., professor, associate professor, assistant professor); (2) instructors and lecturers; and (3) teaching, research, and clinical associates. Various prefixes may be used in conjunction with these ranks, such as adjunct, clinical, visiting, or research.
 - (2) *Academic professionals* are those employees whose positions have been designated by the President and the Chancellor as meeting specialized administrative, professional, or technical needs. Academic professional employees receive an academic contract issued by the Board of Trustees for a term appointment. They are accorded the rights and privileges pertaining to other academic personnel except those that apply specifically to academic employees with faculty rank, such as eligibility for tenure.
 - (3) *Graduate student assistants* include teaching, research, graduate, and clinical assistants.
 - (4) *Staff employees* are those members of the University work force subject to the rules of the State Universities Civil Service System.

§ 3-503 Tuition Waivers

- (a) **Academic Employees**
Tuition is waived for all faculty and academic professional employees of the University on appointment for at least 25 percent of full-time service, with an appointment that requires service for not less than three-fourths of a term. This waiver also applies to staff members of certain specifically identified related agencies, whose positions are considered equivalent to academic positions of the University. (See § 3-502.)
- (b) **Graduate Assistants**
Most graduate teaching and research assistants of the University on appointment for at least 25 percent but not more than 67 percent of full-time service, and whose appointments require service for not less than three-fourths of the term, will receive a full-tuition waiver.

However, depending on the student's curriculum, some graduate assistants will receive only a base-rate tuition waiver (base rate is defined as the in-state graduate tuition rate, within the four tuition ranges, absent any differential).

Units that enroll students who qualify only for base-rate tuition waivers must provide written notification of the policy in advance, so that the students will know their status upon admission.

Those on appointment for 68 percent or more of full-time service pay tuition and are eligible for waiver of the service fee only. Caution: Assistantship appointments are cumulative. For example, if a person holds two appointments, a 25 percent and a 50 percent assistantship appointment, he or she is ineligible for a tuition waiver.

- (1) Students holding either academic or graduate assistant appointments to the close of the final term of an academic year either as employees or fellows, and for whom tuition and/or the service fee have been provided through waiver, are entitled to a waiver of the same kind for the summer sessions immediately following, provided they hold no appointments during that summer session.
- (2) Students holding summer session appointments as fellows or as employees are subject to the tuition and fee waivers as stated above.
- (3) Students may not be eligible for more than one waiver at a time.

(c) Staff Employees

- (1) Staff employees of the University, of other institutions and agencies under the University Civil Service System, and of certain specifically identified related agencies in status appointments or in appointments designed to qualify for status in an established class (e.g., trainee, intern, etc.) for at least 50 percent of full-time service may be granted waiver of tuition in any regular courses for not more than eleven credit hours in a semester if on a full-time appointment (Range II), or five credit hours if on a 50 percent to 99 percent time appointment (Range III), provided that they (1) are eligible for admission, (2) are not students defined under Civil Service Rule 250.70 (f), and (3) have enrollment approval of their employing department.
- (2) If an employee's total registration is in a higher range than authorized above, the employee must pay the difference between the authorized range and the higher range.
- (3) Staff employees in a status, learner, trainee, apprentice, or provisional appointment may enroll without payment of tuition and service fee in regular courses directly related to the University employment not to exceed ten credit hours per semester provided that they have made application and received prior approval for enrollment as required by procedures issued by the director of nonacademic personnel and set forth in *Policy and Rules—Staff*.

(d) Child of Eligible Employee

- (1) Illinois Public Act 87-0793 (SB 1353) provides, if certain eligibility criteria are met, a 50 percent tuition waiver for undergraduate education for children of University employees enrolled at an Illinois state institution of higher education.
- (2) The Board of Trustees has established the following regulations:
 - (A) The waiver can be used only for undergraduate education.
 - (B) The waiver shall cover 50 percent of tuition, not fees.
 - (C) The waiver may be used for four years (including summers), as long as satisfactory academic progress is maintained.
 - (D) The parent must be a regular employee of the University of Illinois (or other Illinois state university) with at least seven years of service on the first day of instruction of the term for which the waiver is requested, and be one whose appointment qualifies for employer-provided insurance benefits. Excluded as "parent" are annuitants; employees of University-related organizations (i.e., Foundation and Alumni Association); Civil Service temporary and extra help; graduate and undergraduate assistants; and academic hourly and student employees.
 - (E) The child must be under twenty-five years of age and the child of the eligible employee by blood or adoption; or the legal child of the employee's current spouse; or the legal ward of the eligible employee.

- (F) The child must qualify for admission to a degree program under the same requirements, standards, and policies applicable to general applications.
- (G) To apply for the waiver, the employee or child must obtain an eligibility form available at one of the following offices:
 - Office of Student Financial Aid, Student Services Arcade Building, 620 East John Street, Champaign
 - Benefits Center, Fourth Floor, 807 South Wright Street, Champaign
 - Personnel Services Office, 52 East Gregory Drive, Champaign

(e) Other Categories of Students

Tuition is waived for:

- (1) Holders of tuition waiver scholarships.
- (2) Holders of graduate tuition and service fee waivers awarded by the Graduate College.
- (3) University of Illinois faculty, academic professional, and staff retirees.
- (4) Holders of grants or contracts from outside sponsors that provide payments to cover the total cost of instruction.
- (5) Cooperating teachers and administrators who receive an assignment of practice teachers, who receive assignment of students meeting the clinical experience requirement in teacher education curricula, or who cooperate in research projects related to teacher education: one semester, quarter, or summer session for each semester, quarter, or equivalent service rendered within two consecutive semesters. The waiver shall apply to the semester, quarter, or summer session of registration, as designated by the student, that is concurrent with, or following, the term of service, but must be applied no later than one calendar year from the end of the term of service. Concurrent registration on more than one campus of the University or in University extramural courses constitutes one semester, quarter, or session of eligibility for waiver.
 - (A) A similar waiver is authorized for cooperating librarians, school-nurse teachers, social welfare field supervisors, recreation field supervisors, health education field supervisors, speech pathology supervisors, developmental child care field supervisors, educational psychology supervisors, continuing education supervisors, industrial relations field supervisors, and physicians who participate without salary in the instructional program of the University of Illinois College of Medicine at Urbana-Champaign.
 - (B) Acceptance of more than one assignment from any of the above listed offices during any one term will generate only one waiver.
- (6) Illinois Teacher of the Year recipients.
- (7) Eligible Illinois senior citizens. (Persons desiring information and/or an application for this waiver should contact the Office of Student Financial Aid, Student Services Arcade Building, 620 East John Street, Champaign; (217) 333-0100.)

§ 3-504 Tuition—Waiver of Nonresident Portion

- (a) The nonresident portion of tuition is waived for:
 - (1) academic and staff employees on appointment for at least 25 percent of full-time service with the University and with certain specifically identified related agencies, provided the appointment requires service for not less than three-fourths of the term.
 - (2) persons actively serving in one of the Armed Forces of the United States who are stationed and present in the state of Illinois in connection with that service and their spouses and dependent children, as long as the military person remains stationed, present, and living in Illinois.
- (b) The following students are treated as residents for tuition purposes:
 - (1) the teaching and professional staff (such as counselors, school psychologists, school social workers, librarians, and administrators) in the private and public elementary and secondary schools in Illinois who hold appointment for at least one-fourth time for not less than three-fourths of the term.
 - (2) the spouses and dependent children of academic and staff employees and graduate assistants on appointment with the University and certain specifically identified

related agencies for at least 25 percent of full-time service, and of those identified in subsection (b)(4) below. (Dependent children are those who qualify as dependents for federal income tax purposes.)

- (3) the spouses and dependent children of fellows and trainees who are appointed as teaching assistants to the fullest extent permitted by their fellowship appointment.
- (4) the faculties of state-supported institutions of higher education in Illinois holding appointments of at least one-fourth time, provided the appointment requires service for not less than three-fourths of the term.

§ 3-505 Fee Assessments

Registration fee charges are assessed on the basis of the number of semester credit hours or graduate units for which a student is registered. For fee assessment purposes, there is no distinction between resident and nonresident, graduate or undergraduate. Fee rates are determined by the University Board of Trustees; current rates may be found in the online *Class Schedule*. Waivers and exemptions are explained in §§ 3-503 and 3-504. Students with questions should call (217) 333-0210 for clarification. Brief descriptions of assessed registration fees follow.

(a) Service Fee

A fee to support salaries, programming, general expenses, and utilities for campus Auxiliary Service units such as the Illini Union, the Assembly Hall, and Campus Recreation. (Students exempt from this fee because they are registered in Credit Ranges III or IV may obtain its service by special arrangement with the provider; see the online *Class Schedule* for details.)

(b) Health Service Fee

A fee to provide salaries, programming, general expenses, and utilities for McKinley Health Center and the Counseling Center.

- (1) Fall semester coverage extends to the first day of instruction in the spring semester; spring semester coverage extends to the end of the nine-month contract period (May 16). Summer term coverage extends to the first day of instruction in the fall semester.
- (2) Dependents of students (spouses and dependent children) are ineligible for health services at the McKinley Health Center unless they are registered University students.
- (3) Students who were covered by University Health Center services during the spring semester and who do not enroll in summer term may extend their eligibility through the summer by paying an additional fee. Application for extended McKinley Health Center coverage for the summer terms must be made at 131 McKinley Health Center. (Students exempt from this fee because they are registered in Credit Ranges III or IV may obtain its service by special arrangement with the provider; see the current *Class Schedule* for details.)

(c) Student Health Insurance Fee

A fee to cover the cost of premiums to the insurance carrier and the cost of administering the program. (See § 2-103.)

(d) Transportation Fee

A fee to support a trial plan to provide for unlimited student use of special campus bus routes and all existing Champaign-Urbana Mass Transit District bus routes, as well as to create service for additional student/commuter and long-term parking. (Students exempt from this fee because they are registered in Credit Ranges III or IV may obtain its service by special arrangement with the provider; see the current *Class Schedule* for details.)

(e) General Fee

A fee to support certain fixed costs of fee-supported buildings (Intramural Physical Education Building, Ice Arena, Assembly Hall, Illini Union, etc.) on campus.

- (f) **Krannert Fee**
A refundable fee to support productions at the Krannert Center for the Performing Arts. (Students exempt from this fee because they are enrolled in Credit Ranges III or IV may obtain its service by special arrangement with the provider; see the current *Class Schedule* for details.)
- (g) **Student Organization Resource Fee (SORF)**
A refundable fee assessed all students registered on campus during each registration to support the Student Legal Service and to help fund programs and/or services of registered organizations.
- (h) **Students for Equal Access to Learning (SEAL) Fund**
A refundable fee assessed all students registered on campus each semester to supplement existing financial aid for needy students.
- (i) **Cultural Programming Fee (CP)**
Refundable; supports cultural programming sponsored by the African American Cultural Program, La Casa Cultural Latina, and the Native American House.
- (j) **Cleaner Energy Technologies Fee (CET)**
Nonrefundable; used to purchase cleaner energy technologies for campus including solar, wind, hydrogen and geothermal projects, energy efficiency purchases, and the purchase of renewable energy from non-University producers.
- (k) **Flight Training Fees**
In addition to regular tuition and fee registration charges, a fee, based on the nature of each course, is charged each student enrolled in flight training courses.

§ 3-506 Fee Waivers and Exemptions

- (a) Students enrolled in Tuition Ranges III or IV are assessed the General Fee and the Health Insurance Fee only and are exempt from all other remaining fees. Services covered by the remaining fees may be obtained by making individual arrangements with service providers; the current *Class Schedule* contains the locations and deadlines for making such arrangements.
- (b) **Health Insurance Fee Exemptions**
 - (1) students presenting a petition and evidence of approved equivalent medical insurance coverage (See § 2-103.)
 - (2) persons registered for doctoral thesis research in absentia
 - (3) persons registered in off-campus and/or study-abroad courses for zero credit; however, the fee is required of students in those categories registered for more than zero credit.
 - (4) University employees registered at the request of their departments in zero-credit courses especially established to improve work performance
 - (5) University employees registered as students but eligible for and participating in the mandatory State of Illinois Employees Insurance Program
 - (6) employees of specifically identified related agencies who are eligible automatically to receive hospital-medical coverage as an employee benefit at the cost of their employing agency
 - (7) Illinois Teacher of the Year recipients
 - (8) CIC Visiting Scholars
 - (9) students in concurrent enrollment at the University of Illinois at Chicago or at Springfield
- (c) **Service Fee Waivers**
 - (1) graduate teaching or research assistants holding at least 25 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (2) foreign exchange students with a Service Fee waiver as part of the exchange contract
 - (3) holders of Graduate College waivers
 - (4) law students with Service Fee waivers

- (5) participants in the International Exchange Program in Agriculture
 - (6) participants in the Bridge Program
 - (7) Illinois Teacher of the Year recipients
 - (8) CIC Visiting Scholars
 - (9) students in concurrent enrollment at the University of Illinois at Chicago or at Springfield
 - (10) Department of Children and Family Services dependents
- (d) Service Fee Exemptions
- (1) students enrolled in Credit Ranges III or IV
 - (2) students registered in absentia
 - (3) students registered in study-abroad programs
 - (4) students registered as participants in the official high school concurrent enrollment program
 - (5) students registered in recognized off-campus programs
 - (6) faculty or academic professional employees holding at least 25 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (7) staff members holding at least 50 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (8) employees (as defined in (6) and (7) above) holding appointments with the University of Illinois at Chicago or at Springfield
 - (9) interinstitutional staff members
 - (10) cooperating teachers, administrators, or field supervisors, as defined in the section on tuition
 - (11) faculty, academic employees, or staff members of specifically identified related agencies
 - (12) University of Illinois faculty, academic professional, and staff retirees
- (e) General Fee Waivers
- (1) CIC Visiting Scholars
 - (2) students in concurrent enrollment at the University of Illinois at Chicago or at Springfield
 - (3) Department of Children and Family Services dependents
 - (4) Illinois Teacher of the Year recipients
- (f) General Fee Exemptions
- (1) faculty or academic professional employees holding at least 25 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (2) staff members holding at least 50 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (3) employees (as defined in (1) and (2) above) holding appointments with the University of Illinois at Chicago or at Springfield
 - (4) interinstitutional staff members
 - (5) cooperating teachers, administrators, or field supervisors, as defined in the section on tuition
 - (6) faculty, academic employees, or staff members of specifically identified related agencies
 - (7) University of Illinois faculty, academic professional, and staff retirees
- (g) Health Service Fee Waivers
- (1) CIC Visiting Scholars
 - (2) students in concurrent enrollment at the University of Illinois at Chicago or at Springfield
 - (3) Department of Children and Family Services dependents
 - (4) Illinois Teacher of the Year recipients
- (h) Health Service Fee Exemptions
- (1) students enrolled in Credit Ranges III or IV
 - (2) students registered in absentia
 - (3) students registered in study-abroad programs

- (4) students registered as participants in the official high school concurrent enrollment program
 - (5) students registered in recognized off-campus programs
 - (6) faculty or academic professional employees holding at least 25 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (7) staff members holding at least 50 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (8) employees (as defined in (6) and (7) above) holding appointments with the University of Illinois at Chicago or at Springfield
 - (9) interinstitutional staff members
 - (10) cooperating teachers, administrators, or field supervisors, as defined in the section on tuition
 - (11) faculty, academic employees, or staff members of specifically identified related agencies
 - (12) University of Illinois faculty, academic professional, and staff retirees
 - (13) University employees registered as students but eligible for the mandatory State of Illinois Employees Insurance Program
- (i) Transportation Fee Waivers
- (1) CIC Visiting Scholars
 - (2) students in concurrent enrollment at the University of Illinois at Chicago or at Springfield
 - (3) Department of Children and Family Services dependents
 - (4) Illinois Teacher of the Year recipients
- (j) Transportation Fee Exemptions
- (1) students enrolled in Credit Ranges III or IV
 - (2) students registered in absentia
 - (3) students registered in study-abroad programs
 - (4) students registered as participants in the official high school concurrent enrollment program
 - (5) students registered in recognized off-campus programs
 - (6) faculty or academic professional employees holding at least 25 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (7) staff members holding at least 50 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (8) employees (as defined in (6) and (7) above) holding appointments with the University of Illinois at Chicago or at Springfield
 - (9) interinstitutional staff members
 - (10) cooperating teachers, administrators, or field supervisors, as defined in the section on tuition
 - (11) faculty, academic employees, or staff members of specifically identified related agencies
 - (12) University of Illinois faculty, academic professional, and staff retirees
- (k) Krannert Fee Waivers
- (1) CIC Visiting Scholars
 - (2) students in concurrent enrollment at the University of Illinois at Chicago or at Springfield
 - (3) Department of Children and Family Services dependents
 - (4) Illinois Teacher of the Year recipients
- (l) Krannert Fee Exemptions
- (1) students enrolled in Credit Range III or IV
 - (2) students registered in absentia
 - (3) students registered in study-abroad programs
 - (4) students registered as participants in the official high school concurrent enrollment program
 - (5) students registered in recognized off-campus programs
 - (6) faculty or academic professional employees holding at least 25 percent time appointments for three-fourths of the semester, as defined in the section on tuition

- (7) staff members holding at least 50 percent appointments for three-fourths of the semester, as defined in the section on tuition
 - (8) faculty, academic employees, or staff members of a specifically identified related agency
 - (9) interinstitutional staff members
 - (10) cooperating teachers, administrators, or field supervisors, as defined in the section on tuition
 - (11) employees (as defined in (6) and (7) above) holding a combined appointment with the University of Illinois at Chicago or at Springfield
 - (12) University of Illinois faculty, academic professional, and staff retirees
- (m) SEAL, SORE, and ISG Waivers
- (1) CIC Visiting Scholars
 - (2) students in concurrent enrollment at the University of Illinois at Chicago or at Springfield
 - (3) Department of Children and Family Services dependents
 - (4) Illinois Teacher of the Year recipients
- (n) SEAL, SORE, and ISG Exemptions
- (1) students enrolled in Credit Range III or IV
 - (2) students registered in absentia
 - (3) students registered in study-abroad programs
 - (4) students registered as participants in the official high school concurrent enrollment program
 - (5) students registered in recognized off-campus programs
 - (6) faculty or academic professional employees holding at least 25 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (7) staff members holding at least 50 percent appointments for three-fourths of the semester, as defined in the section on tuition
 - (8) employees (as defined in (6) and (7) above) holding appointments with the University of Illinois at Chicago or at Springfield
 - (9) interinstitutional staff members
 - (10) cooperating teachers, administrators, or field supervisors, as defined in the section on tuition
 - (11) faculty, academic employees, or staff members of specifically identified related agencies
 - (12) University of Illinois faculty, academic professional, and staff retirees

§ 3-507 Payment Requirement

- (a) Tuition and fees assessed for any semester, term, or summer session are due and payable in full by the deadline date indicated on the Student Accounts Receivable Statement. The privilege of paying these charges by installment may be granted by the Office of Student Accounts and Cashiers. Students must make full or first installment payment by the scheduled due date shown on the statement.
- (b) A late payment charge of 1.75 percent per month is added to delinquent student accounts. The late payment charge is applied to all items on the student account that are past due. In addition, students with delinquent accounts exceeding the dollar limitation may be denied charging privileges.

§ 3-508 Refunds of Registration Charges

- (a) Withdrawal from the University
 - (1) A student who, for reasons other than active military service or other approved national defense service, withdraws from the University on or before 60 percent of the enrollment period has elapsed shall receive a refund. Assessed tuition, the service fee, the general fee, and the transportation fee are refunded on a pro-rata basis less 5 percent of the assessed amount or one hundred dollars (\$100), whichever is less.
 - (2) Students who withdraw from the University continue to be covered by student health insurance and are eligible to receive McKinley Health Center services until the close of the term if the fees for these services were originally assessed.

- (3) Before a refund is made to the student, the University must make a refund to appropriate financial aid programs providing assistance to the student. Students indebted to the University at the time of withdrawal will have the amount owed deducted from the amount of any refund available.
 - (4) Students who either fail to withdraw officially from the University or withdraw following the refund period are responsible for payment of all tuition and fee charges billed. (See § 3-306.)
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- (b) **Flight Training**
A student who withdraws from a flight-training or glider course receives a refund of the unused portion of flight-training, glider, or aviation course fees.
 - (c) **Students Dismissed**
A refund to a student dismissed from the University during a term is on the same basis as indicated for a student who withdraws from the University.
 - (d) **Krannert Fee**
A refund of the Krannert fee is available to those students who do not desire to participate during the fifth week of instruction in a semester. Refunds are given at the Office of Student Accounts and Cashiers, 100 Henry Administration Building.
 - (e) **SEAL (Students for Equal Access to Learning) Fund**
A refund of the SEAL fee is available to those students who do not desire to participate during the seventh week of instruction in a semester. Refunds are given at the Office of Student Accounts and Cashiers, 100 Henry Administration Building.
 - (f) **SORF (Student Organization Resource Fee)**
A refund of the SORF is available to those students who do not desire to participate during the sixth week of instruction in a semester. (The fifth week of instruction in the eight-week summer term.) Refunds are given at the Office of Student Accounts and Cashiers, 100 Henry Administration Building.
 - (g) **Withdrawal for Military and Other National Defense Service**
In cases of withdrawal for active duty in the Armed Forces or other approved national defense service under the circumstances described in § 3-314, special refund provisions have been adopted by the University as follows:
 - (1) Irrespective of the time of withdrawal, students will receive full refunds of all tuition and refundable fees, unless credit is granted as part of the withdrawal.
 - (2) Students who receive credit as part of their withdrawal will receive a full refund of their tuition and refundable fees, less the amounts associated with the credit given.
 - (h) **Reduction of Program**
Students who reduce their course enrollment to a lower credit range receive a refund of the full amount of the difference in tuition and fees, provided the changes are made during the first ten days of instruction for a semester. For University academic terms of other lengths, refund periods are determined proportionately. The term *Class Schedule* contains the exact refund dates for these terms. (In cases of extenuating circumstances, such as medically documented serious illness or injury, exceptions to these refund periods may be made by the Registrar, acting on a petition submitted by the student. Petition forms are available at the Records Service Center, 901 West Illinois Street.) Thereafter, no refund is allowed. Credit ranges are found in § 3-501.
 - (i) **Cancellation of Registration**
 - (1) Students who cancel their registration as described in § 3-308 will not be charged tuition and fees.
 - (2) Students who either have attended classes or have used campus services during a term may not cancel their registration. They must withdraw as described in § 3-313 and be subject to the refund regulations governing withdrawals.
 - (j) **Auditors**
A person registered as an auditor who withdraws receives no refund of the auditor's fee.

§ 3-509 Students in Debt to the University

- (a) A monetary penalty of \$25 is assessed the student for each check he or she presents to the University that is returned by the bank to the Office of Student Accounts and Cashiers for insufficient funds or other reasons. The privileges of paying by check may be suspended when more than one check is returned to the University. Additional penalties, including dismissal from the University, may be imposed on students who permit their University accounts to become past due or who issue checks that are returned to the University unpaid.
- (b) At any point in the semester, a student who has a past due account exceeding the dollar limitation may be denied charging privileges. A student who is in debt to the University at the end of any academic term shall not be permitted to register in the University again and shall not be entitled to receive his or her diploma or an official statement or transcript of credits until the indebtedness has been paid or suitable arrangements for payment have been made unless there is pending a bankruptcy petition of the student seeking a discharge of all such indebtedness or all such indebtedness has been discharged. (See § 3-508 and § 3-509.)

PART 6. STUDENT RECORDS—GUIDELINES AND REGULATIONS GOVERNING ACCESS AND RELEASE

§ 3-601 Authorization and Responsibility for Policy Implementation

- (a) It is University policy to comply fully with the Family Educational Rights and Privacy Act of 1974 (the Act) as amended. On November 13, 1974, the Board of Trustees authorized the President of the University to promulgate guidelines and regulations for discharge of the University's obligation under the Act to identify the responsibility for its implementation. The integrated nature of our administrative information systems means that some student information could be accessible throughout the University of Illinois. The University of Illinois will not disclose student record information that it maintains except as provided by law.
- (b) Except as otherwise provided in these Guidelines and Regulations, the responsibility for implementation of the Act is assigned to the Chancellor. Among these responsibilities are:
 - (1) publication of parents' and students' rights and procedures under the Act;
 - (2) publication of the types of records kept and the names of the persons in charge;
 - (3) notification to students of directory information categories that may be released without the student's consent in each individual instance; and
 - (4) notification of a reasonable period of time during which currently enrolled students may indicate that any or all items of directory information should not be released without the student's prior consent.
- (c) The Chancellor shall designate persons to perform the necessary functions.

§ 3-602 Definitions

- (a) For the purpose of the Act, "student" is defined as a person who is or has been in attendance at the University of Illinois, and for whom the University maintains education records or personally identifiable information. The definition includes on-campus, extramural, and correspondence or work-study students, as well as alumni.
- (b) Education records" are those records, files, documents, and other materials that contain information directly related to the student and are maintained by the University or by a person acting for the University. Under the Act, each student has the right to inspect his or her education records.
 - (1) So-called working notes are not regarded as the student's education record unless such notes are recorded for others to view.
 - (2) Furthermore, under the Act, students do not have access to the following:
 - (A) parents' financial records
 - (B) law enforcement records
 - (C) medical, psychiatric, or similar records created or maintained by a physician,

psychiatrist, psychologist, or other recognized professional acting in such capacity and in connection with the treatment of the student, provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice

- (D) confidential letters and statements of recommendation, which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended
- (c) At UIUC, "directory information" for currently enrolled students includes the student's name, addresses, telephone numbers, college, curriculum, and major field of study, class level, date of birth, dates of attendance and full- or part-time status, eligibility for membership in registered University honoraries, degrees, honors, and certificates received or anticipated; for students appointed as fellows, assistants, graduate, or undergraduate hourly employees, the title, appointing department, appointment dates, duties, and percent time of the appointment; weight and height if the student is an athletic team member; participation in officially recognized activities and sports; and institutions previously attended.
- (d) For former students, "directory information" may include the student's name; date of birth; last known addresses and telephone numbers; college, curriculum, and major field of study; dates of attendance and full or part-time status; class level; honors; certificates or degrees earned at the University and the date(s) conferred; weight and height if the student was an athletic team member; participation in officially recognized activities and sports; and institutions previously attended.

§ 3-603 Access to Student Records

- (a) Students: A student's record shall be made accessible to the student requesting access to his or her record within a reasonable time, but in no case more than forty-five days after the request for access has been made.
- (b) Parents (including legal guardians): Copies of student records will, in general, be released to parents only with the student's prior written consent; however, parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954, may be granted access to the student's record without such consent under the following procedures:
 - (1) Any parent who documents that he or she is the parent of a student who was claimed as an exemption at the time of the filing of the last federal income tax statement may be sent a copy of the student's transcript upon payment of the regular fee.
 - (2) Any parent who documents that he or she is the parent of a dependent student (as defined in (1) above) may be given the same access to that student's records as is available to the student.
 - (3) The University may initiate the release to the parents of a student those portions of the student's records regarding the violation of any Federal, State, or local law, or any rule or policy of the institution, governing the use of alcohol or a controlled substance when the student's behavior demonstrates a significant health or safety risk to him or herself, or to other members of the University community. The purpose of parental involvement in these cases is to reduce the future risk to the health or safety of the student or others, and is intended to be helpful and supportive rather than punitive.
 - (4) Conditions for initiating parental involvement:
 - (A) The student must be under the age of twenty-one;
 - (B) The student must have been found to have committed a violation of the University Code of Conduct relating to alcohol or controlled substances by an appropriate University body or by an individual designated to make such a determination; and
 - (C) The student exhibits behavior that is a significant danger to self or others, as identified below:
 - (i) alcohol/drug related behavior resulting in physical injury to self or injury or assault upon another person;
 - (ii) alcohol/drug related behavior posing a potentially life-threatening situation to self or others;
 - (iii) alcohol/drug related behavior that demonstrates severe emotional health problems;

- (iv) a failure to complete required educational/rehabilitative/counseling actions related to alcohol or substance abuse;
 - (v) a failure to complete an assessment mandated because of alcohol or controlled substance incapacitation;
 - (vi) a repeated pattern of alcohol- or drug-related code violations; or
 - (vii) sale or distribution of a controlled substance.
- (D) Conditions (A), (B), and (C) must exist for parental involvement to be initiated in these cases. The process is not triggered solely by code violations resulting from “simple” violations of city ordinances related to purchase or possession of alcohol, or to personal possession of alcohol on University property.

- (5) Upon a finding of violation of the University code relating to alcohol or controlled substances, other than simple violations of city ordinances, the adjudicating authority will inform the Dean of Students of the violation. After review, the Dean, or the Dean’s designee, will determine if parental contact may be warranted. If so, the Dean will contact the student and advise him or her of the potential for this action. The student will be invited to provide any information that may militate against such contact, including but not limited to independence, marriage, resident status, or family relationships. The Dean may also choose to consult or seek the recommendations of individuals or committees that have knowledge of the student’s behavior. If a determination is made that parental contact will be initiated, the student will be invited to contact his or her parents from the Dean’s office, in the Dean’s presence, to inform them him or herself. A formal letter from the Dean advising the parents of the violation will follow such contact. If the student chooses not to contact his or her parents, the Dean may make the contact by telephone or by mail.

(c) Others

- (1) A student’s record may be released to others:
- (A) with the prior written consent of the student, specifying the records to be released, the reasons for such release, and to whom, with a copy of the records to be released to the student if desired;
 - (B) in compliance with judicial order, or pursuant to any lawfully issued subpoena, provided the student is notified of all such orders or subpoenas in advance of compliance therewith; or
 - (C) by the Dean of Students or the emergency dean on duty, designated to act in an emergency to protect the health or safety of the student or other persons.
- (2) Otherwise, personally identifiable records of students may be released without the student’s consent only:
- (A) to other University officials, including faculty who have legitimate educational interests;
 - (B) to officials of other schools or school systems in which the student intends to enroll, upon condition that the student is notified of the transfer, receives a copy of the record if desired, and has an opportunity for a hearing to challenge the content of the record;
 - (C) to those representatives of the federal government and the state who are identified in the Act, provided that any data so released are not to include information (including social security numbers) that would permit the personal identification of the students unless otherwise specifically provided by federal law;
 - (D) in connection with the student’s application for, or receipt of, financial aid;
 - (E) to state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974;
 - (F) to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer required for the purpose for which it is conducted;
 - (G) to accrediting organizations in order to carry out their accrediting functions;

- (H) to the alleged victim of a crime of violence as defined in the U.S. Code, the results of any disciplinary proceedings conducted by the University against the alleged perpetrator;
- (I) to law enforcement officers employed by the University, in order to protect the health or safety of the student or other persons; or
- (J) to officials of other schools who have a legitimate educational interest in the behavior of the student, the results of any disciplinary proceedings conducted by the University against the student.
- (3) Records may be released, with or without the student's consent, to a third party only on the condition that the recipient will not permit others to have access to the personal information without the written consent of the student. With the exception of institutional officials described under subsection (2)(A) above, persons desiring access to a student's record must sign a written form, available for inspection by the student and the official responsible for the record maintenance, indicating specifically thereon the legitimate educational or other interest for which the information is sought.
- (4) Custodians of records and other record-maintenance personnel shall have access to student records while performing the record-keeping function, without the necessity of executing access forms.
- (5) In the interests of public safety, the name, code violations, and sanction of a student found (after all appeals through the disciplinary system) to be in violation of those provisions of § 1-302 applying to violent offenses and nonforcible sex offenses may be released to the public. This release of information is permitted under the Family Educational Rights and Privacy Act (FERPA) Section 951.

§ 3-604 Regulations for Record Custodians

- (a) A student's request to see his or her record must be granted within a reasonable period of time, but in no case more than forty-five days after the request for access has been made.
 - (1) Students do not have access to financial records of parents.
 - (2) Students do not have access to law enforcement records.
 - (3) Law enforcement officers do not have access to education records of students (chapter V.C.1 and 2 of the Act).
 - (4) Students do not have access to medical or psychiatric records (chapter III.C.3 of the Act).
- (b) Confidential letters of recommendation received prior to January 1, 1975, are not subject to student access if used only for the purpose for which they were specifically intended.
- (c) Students or persons applying for admission may be permitted to sign a waiver of their right of access to confidential letters of recommendation received on or after January 1, 1975, respecting admission, application for employment, or receipt of an honor or honorary recognition. Waivers cannot be required as a condition for admission, financial aid, or any other services or benefits from the University. A student supplying such a waiver will, upon request, be notified of the names of all persons making confidential recommendations.
- (d) Requests by the University for letters of recommendation will not be solicited with University assurance of confidentiality and will include notice that confidentiality cannot be assured by the University, in view of the provisions of the Act.
- (e) Letters of recommendation submitted without University assurance of confidentiality will be considered a part of the student's record, and subject to student access as required by the Act.
- (f) Prior to the sixth day of instruction for a specific term, students have the right to request that directory information be kept confidential. Requests will be in force until the student notifies the Office of Admissions and Records in writing that the information is no longer to be restricted. On the sixth day of instruction, all directory information that has not been restricted by the student may be released without the student's prior consent.

- (g) Students have the right to reproductions of their records if failure to provide copies would effectively prevent students from exercising the right to inspect and review their records. A charge not to exceed \$1 per page may be made for this service. For retrieval or reproduction of computerized records, full administrative data-processing costs may be charged. Offices that charge the students are to keep in mind the regulations in chapter 6 of Business Procedures Manual on "Sales and Cash Collections."
- (h) A written record of access requests that have been processed must be maintained for as long as the record requested is maintained.
- (i) Every effort should be made to verify or correct any information that the student believes is misleading, inaccurate, or otherwise in violation of the student's privacy or other rights. If a dispute cannot be settled by the custodian, the student may request the appropriate dean, director, or his or her designee to resolve the matter. If the conflict cannot be resolved at that level, the student may request a hearing before a panel appointed by the Chancellor.

§ 3-605 Classification, Locations, and Custodians of Student Records

- (a) Records available to students fall within the following three classifications:
 - (1) biographical data, including but not limited to:
 - (A) name and addresses of student
 - (B) student's birth date and place
 - (C) name and address of parent(s) or guardian(s)
 - (2) application data, including but not limited to:
 - (A) high school transcript
 - (B) class rank and test scores
 - (C) transfer courses and grades
 - (D) solicited and unsolicited correspondence
 - (E) summary of interviews and/or auditions
 - (3) matriculation data, including but not limited to:
 - (A) new student test results
 - (B) cumulative record of courses
 - (C) grades and other evaluations
 - (D) proficiency, probation, and other related information
 - (E) summary of conferences
 - (F) fellowship and assistantship appointment records
 - (G) irregular attendance reports
 - (H) honors received
 - (I) disciplinary records including sanctions, if any
- (b) Student records and record custodians are located as follows:
 - (1) Admissions and Records, Office of: director, 901 West Illinois Street
 - (2) Agricultural, Consumer and Environmental Sciences, College of: associate dean, 104 Mumford Hall
 - (3) Applied Life Studies, College of: associate dean, 107 George Huff Hall
 - (4) Aviation, Institute of: assistant director, Academic Office, Airport
 - (5) Medicine, College of, at Urbana-Champaign: assistant dean, 195 Medical Sciences Building
 - (6) Administrative Information Systems and Services, Urbana-Champaign Office of: assistant director, 54 Henry Administration Building
 - (7) Business, College of: associate dean, 214 David Kinley Hall
 - (8) Communications, College of: associate dean, 119 Gregory Hall
 - (9) Continuing Education, Office of: associate director, Suite 202, 302 East John Street
 - (10) Dean of Students
 - (A) Career Services Center: director, Student Services Student Services Arcade Building, 620 East John Street
 - (B) International Student Affairs: director, 610 East John Street
 - (C) Health Service: director, 247 McKinley Health Center
 - (D) Health Professions Information Office: director, 901 West Illinois Street
 - (E) Counseling Center: director, Turner Student Services Building, 610 East John Street

- (F) Student Financial Aid, Office of: director, Student Services Student Services Arcade Building, 620 East John Street
- (G) Student Services: dean, 300 Turner Student Services Building, 610 East John Street
- (11) Education, College of
 - (A) Undergraduate Programs Office: 120 Education Building
 - (B) Coordinator of Graduate Study: 110 Education Building
 - (C) Educational Placement Office: 140 Education Building
- (12) Engineering, College of: associate dean, 207 Engineering Hall
- (13) Fine and Applied Arts, College of: associate dean, 116 Architecture Building
- (14) Graduate College: Admissions and Records, 901 West Illinois Street
- (15) Labor and Industrial Relations, Institute of: assistant to the director, 205 Labor and Industrial Relations Building
- (16) Law, College of: registrar, 201 Law Building
- (17) Liberal Arts and Sciences, College of: associate dean, 270 Lincoln Hall (When appropriate, college offices may refer students to departmental offices.)
- (18) Library and Information Science, Graduate School of: 112 Library and Information Science Building
- (19) Military Education Council
 - (A) Air Force Aerospace Studies, Department of: commandant, 223 Armory
 - (B) Military Science, Department of: commandant, 110 West Armory
 - (C) Naval Science, Department of: commandant, 236 Armory
- (20) Social Work, School of: assistant dean, 1207 West Oregon Street
- (21) Student Discipline, Senate Committee on: executive director, 409 Turner Student Services Building
- (22) Veterinary Medicine, College of: associate dean, 2271g Veterinary Medicine Basic Sciences Building

§ 3-606 Procedures for Student Access and Challenge

- (a) Gaining access to the record:
 - (1) Go to designated office for help in locating record(s);
 - (2) Make written request to the custodian(s) of the record(s);
 - (3) Examine record(s).
- (b) Challenging the contents:
 - (1) If a student's challenge cannot be satisfied by the record custodian, the student may appeal to the following, or his or her designee:
 - (A) law students, dean of the College of Law.
 - (B) veterinary medicine students, dean of the College of Veterinary Medicine.
 - (C) medical students, director, College of Medicine at Urbana-Champaign.
 - (D) graduate students, dean of the Graduate College.
 - (E) undergraduate students, dean of the college regarding academic matters; Dean of Students regarding nonacademic matters.
 - (2) If no resolution can be effected, the matter will be referred to the Chancellor's hearing panel.

§ 3-607 Chancellor's Hearing Panel

- (a) General principles:
 - (1) Request for a hearing must be specific to a record, be submitted in writing, and include an explanation or justification of the request for a hearing.
 - (2) Once a hearing has been held in accordance with some other University activity by a duly constituted board or committee, no additional hearing on the content of a record will be allowed. The existing hearing processes (capricious grading, student disciplines) already provide for an opportunity to add to, correct, or otherwise modify that record.
 - (3) After consultation with appropriate student and faculty groups, the Chancellor will appoint a hearing panel.
 - (4) Decisions reached by the hearing panel will be final; there is no further appeal within the University.

- (b) Hearing panels shall operate in accordance with the following guidelines:
 - (1) Hearings will not be open to the public.
 - (2) Neither party, nor representatives thereof, shall serve on the panel.
 - (3) Decisions of the hearing panel will be by majority vote.
 - (4) Results of the hearing will be communicated in writing to the student and the custodian.

§ 3-608 Disposal of Inactive Records

With the exception of placement office files, the permanent ledger file, and computer-based records useful for research purposes, all student records shall be reviewed within five years of the last academic term in which they were considered active files. At the time of this review, files should be cleared of all correspondence, interview notations, and other items of short-term significance. All records other than placement files and the permanent ledger file shall be destroyed on or before the tenth anniversary of their withdrawal from active status. Records are destroyed subject to approval and procedures of the University archivist or federal and state laws. In any case, records will be inaccessible for normal use.

§ 3-609 Release of Student Information and Academic Records by the Office of Admissions and Records

- (a) All Students
 - (1) To Agencies or Persons outside the University

The following policies and procedures govern the release of student information by the Office of Admissions and Records to persons outside the University.

 - (A) The University may release information concerning current or former students that appears in directories and publications available to the public without the student's consent except when requested by the student to hold such information confidential. For currently enrolled students, this information includes the student's name; addresses; telephone numbers; college, curriculum, and major field of study; class level; date of birth; dates of attendance and full- or part-time status; eligibility for membership in registered University honoraries; degrees, honors, and certificates received or anticipated; for students appointed as fellows, assistants, graduate, or undergraduate hourly employees, the title, appointing department, appointment dates, duties, and percent time of appointment; weight and height if the student is an athletic team member; participation in officially recognized sports; and institutions previously attended. For former students, this information may include the student's name; date of birth; last known addresses and telephone numbers; college, curriculum, and major field of study; dates of attendance and full- or part-time status; class level; honors, certificates, or degrees earned at the University and the date(s) conferred; weight and height if the student was an athletic team member; participation in officially recognized activities and sports; and institutions previously attended.
 - (B) Transcripts are released only by written request to whomever a student or former student designates.
 - (C) Upon written authorization of the student concerned, individuals may view a student's records in the Office of Admissions and Records or may have the information sent to them. A document, signed by the student, listing the University of Illinois as a reference, is considered written authorization.
 - (D) The Registrar may release student academic information to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. Such studies must be conducted in such a manner as will not permit the personal identification of students and their parents by persons other than those conducting the study, and such information must be destroyed when no longer needed for the stated purpose.
 - (E) The Registrar may release student academic information in the support of financial assistance without the student's written consent.
 - (F) Copies of student records will not be provided to parents without the student's prior written consent; however, parents of a dependent student, as defined in

section 152.f of the Internal Revenue Code of 1954, may be granted access to the student's record without such consent under the following procedures:

- (i) Any parent who in writing states that he or she is the parent of a student who was claimed as an exemption at the time of the filing of the last federal income tax statement may be sent a copy of the student's transcript on the payment of the regular fee.
 - (ii) Any parent who in writing states that he or she is the parent of a dependent student may be given the same access as the student to other records.
- (2) To Agencies or Persons within the University
 - (A) All requests to the Urbana-Champaign Office of Administrative Information Systems and Technology Services from individuals, departments, and/or groups of departments, except the offices of the President, the Vice-Presidents, the Chancellor, or Bureau of Institutional Research, for data based on confidential records of students in a particular college, must first be cleared through the appropriate college office.
 - (B) Requests involving students in more than one college must be cleared through the Registrar.
 - (3) Grade Reports
Reports of final grades for each semester and summer session are furnished to all students.
 - (4) Credentials Presented from Other Sources
All academic credentials presented to the University of Illinois become the property of the University and are not subsequently released to the student or to another individual or institution.
- (b) Undergraduate Students
 - (1) Scholastic Progress of Students: Professional staff members in the college offices or academic departments may discuss scholastic progress with parents or guardians of the student.
 - (2) Notification of Drop or Probationary Status: Undergraduate students are requested to share the Notification of Drop or Probationary Status with their parents or guardians.

PART 7. TRANSCRIPTS

§ 3-701 Availability

- (a) Students who have paid their University fees and charges are entitled to receive, upon written request, a transcript of their academic records. Upon graduation, or withdrawal from the University, students with outstanding loans will not be issued a transcript until they have completed an exit interview with the Office of Business and Financial Services. Transcripts that are provided directly to students are marked "Issued to Student in Sealed Envelope" to distinguish them from transcripts that are sent by the Office of Admissions and Records to other recipients. Each transcript routinely includes a student's entire academic record to date and current academic status. Partial or incomplete transcripts are not issued. Upon request, however, separate transcripts shall be issued that include only the academic record for undergraduate programs or the academic record for graduate, veterinary medicine, or law programs. Any separate transcript shall be appropriately labeled "partial transcript." The charge for an official transcript is \$5 per copy.
- (b) Transcripts issued at the request of students for whom possible disciplinary action is pending are followed by a corrected transcript issued without charge to the original recipient showing the final status in the event that the student involved is subsequently placed on disciplinary probation, is deferred readmission to the University of Illinois until the student appears before the appropriate hearing body, or is dismissed from the University as a result of the pending action.
- (c) Transcripts are normally produced and distributed within two working days of the receipt of a written request. A student requesting a transcript near the end of a term must

specify that the transcript not be released prior to the posting of final grades for that term. Final grade posting normally occurs approximately thirty days after the end of the final examination period.

§ 3-702 Information Appearing on All Transcripts

- (a) Student's name
- (b) University identification number
- (c) Level (undergraduate, graduate, law, veterinary medicine)
- (d) Birth date (month and day only)
- (e) Degree and the date graduated from the University of Illinois
- (f) Recognition as a James Scholar
- (g) Honors recognition—Bronze Tablet, Dean's List
- (h) Courses, hours of credit, and grade-point average, listed by semester
- (i) When a student changes his or her college and/or curriculum of enrollment, the new college and/or curriculum is recorded on the student's record in the semester in which the change is effective.
- (j) When a student withdraws during a term, the withdrawal date is recorded on his or her record at the end of the term.

§ 3-703 Other Symbols Appearing on Transcripts

The grading system itself is described in § 3-703. The following symbols provide additional information

- & Immediately following the letter grade for Religious Foundation courses indicates the grade and credit are not included in the GPA.
- * Immediately following the letter grade indicates grade does not count toward the student's GPA or earned hours.
- H Immediately following the letter grade denotes honors course as certified by the department offering the course.
- A Signifies a repeated course that is included in the GPA calculation. Course is excluded from the term, overall, and earned hours.
- E Repeated course that is excluded from the GPA but included in attempted hours only.

§ 3-704 Description and Definition of Information Appearing on Transcripts

- (a) Student Status
Student status is determined on the basis of a student's academic performance and conduct. Unless otherwise indicated by the notation of 'drop' status, the student is eligible to enroll either without condition or on a probationary basis.
- (b) Credit
 - (1) Undergraduate credit is recorded in semester hours. Each semester hour represents one fifty-minute period of class-room work each week for the duration of one semester of sixteen weeks (two periods of classroom work per week during an eight-week part of term), or the equivalent in laboratory, field work, or approved independent study.
 - (2) Graduate credit is recorded in semester hours.

(c) Transfer Credit

- (1) *Undergraduate credit* earned at another accredited University or college and accepted by the University of Illinois is recorded in semester hours. Grades earned are not indicated.
- (2) *Graduate credit* earned at another accredited University or college and accepted by the University of Illinois will be indicated on the transcript with the institution's name, total credit hours, GPA hours, Quarter Points, and total GPA. GPA hours and Total GPA will generally be zero because the grade value of accepted transfer credit is recorded as "CR," for satisfactory, without differentiation by letter grade, except for courses transferred for work taken at the University of Illinois at Chicago or at Springfield or as a CIC Traveling Scholar. Graduate credit earned at another accredited university or college and accepted by the University of Illinois prior to Fall 2004 will be indicated on the transcript as total transfer credit without indication of the institution(s) attended.
- (3) If a student is not currently enrolled and has earned ninety or more semester hours in residence at the University of Illinois at Urbana-Champaign uninterrupted by any work in another institution, credit earned elsewhere and submitted to the Office of Admissions and Records for the purpose of fulfilling degree requirements will be evaluated and recorded on his or her permanent record. The official transcript must be sent directly from the institution attended and accompanied by a letter from the student requesting that the credit be added to his or her record for degree purposes.

(d) Course Numbering System

- (1) Courses numbered 000-099 do not carry academic credit but do count for tuition and load. In general, the 000-level courses are for preparatory work that does not count toward a degree.
- (2) Courses numbered 100-199 are intended primarily for freshmen and correspond to entry-level work. They may be taken by sophomores, juniors, and seniors. In certain instances they may be taken by graduate students to make up undergraduate deficiencies, but they may not be taken for graduate credit.
- (3) Courses numbered 200-299 are intended for lower division students who satisfy the published prerequisite(s), if any. Transfer credit from 2-year colleges around the state would correspond to 100 and 200-level offerings. In certain instances they may be taken by graduate students to make up undergraduate deficiencies, but they may not be taken for graduate credit.
- (4) Courses numbered 300-399 are intended primarily for juniors and seniors who satisfy published prerequisite(s), if any. Transfer work from a community college does not correspond to these numbers. In certain instances they may be taken by graduate students to make up undergraduate deficiencies, but they may not be taken for graduate credit.
- (5) Courses numbered 400-499 are available for credit for upper division undergraduate students and typically for graduate students.
- (6) Courses numbered 500-599 are intended for graduate and professional school students. Certain seniors, with Graduate College approval, may enroll for credit.
- (7) Courses numbered 600-699 are available for certain professional school courses with restricted enrollments. These courses apply primarily to law, medicine, and veterinary programs.

PART 8. GRADUATION

§ 3-801 Residence Requirements

(a) First Bachelor's Degree

- (1) *In addition to specific course and scholastic average requirements*, each candidate for a bachelor's degree from the University at Urbana-Champaign must spend either the first three years, earning not less than ninety semester hours, or the last year (two semesters, or the equivalent), earning not less than thirty semester hours, in residence on the Urbana-Champaign campus, uninterrupted by any work in another institution.
- (2) A student on drop status may not graduate until he or she has been reinstated by the dean of his or her college. A student who meets the conditions of section A.1

above must notify the dean of his or her college of the student's intent to apply credit earned elsewhere toward the degree requirements and arrange to have a final official transcript from the other collegiate institution(s) attended sent to the Office of Admissions and Records.

- (3) Credit earned by advanced placement testing is included in the first ninety semester hours and is not considered as interrupting residence.
- (4) Only those courses that are applicable toward the degree sought may be counted in satisfying the above minimum requirements. (See §§ 3-804 and 3-805.)
- (5) Either three twelve-week terms or four eight-week sessions are the equivalent of two semesters.
- (6) Students transferring from the University of Illinois at Chicago or at Springfield to Urbana-Champaign as candidates for degrees must satisfy the residence and academic requirements for graduation established for the curriculum entered on the Urbana-Champaign campus.
- (7) A student who requests that the residence requirement for graduation be waived should complete and submit a petition to the dean of his or her college, who will take action on the petition.
- (8) Attendance at another institution under the CIC Program or participation in the University of Illinois Foreign Study Programs or the Study Away from Campus Programs for which students are registered in Urbana-Champaign courses does not interrupt residence, and credits earned through these programs are counted as residence credit toward graduation, provided that within the last two years of study at least thirty semester hours have been earned in courses taken on the Urbana-Champaign campus.
- (9) Concurrent attendance at the University of Illinois and another collegiate institution does not interrupt University of Illinois residence for graduation.
- (10) All students transferring college credit toward their degrees must, after attaining junior standing, earn at the University of Illinois or any other approved four-year institution at least sixty semester hours acceptable toward their degree, in addition to meeting the usual residence requirement for a degree from the University of Illinois.
- (11) A student attending as an auditor only is not considered to be a student in residence.

(b) Second Bachelor's Degree

- (1) A student who has received one bachelor's degree may be permitted to receive a second bachelor's degree from the University of Illinois at Urbana-Champaign, provided all specified requirements for both degrees are fully met and provided also that the curriculum offered for the second degree includes at least the final thirty semester hours earned in residence at the Urbana-Champaign campus and not counted for the other degree.
- (2) The second bachelor's degree may be earned either concurrently with or subsequent to the first degree.
- (3) Candidates for a second bachelor's degree from the University of Illinois must meet the same residence requirement as for the first degree. If any of the first three years of credit has been transferred from another institution, the student must spend the last year (two semesters, or the equivalent) earning a minimum of thirty semester hours in uninterrupted residence on the Urbana-Champaign campus.
- (4) Only those courses that are acceptable toward the degree sought may be counted in satisfying the above minimum requirements. This includes the thirty additional hours required for the second degree.

(c) Graduate Students

- (1) At least half of the hours required for a master's degree must be earned in courses meeting on the Urbana-Champaign or Chicago or Springfield campus, or in courses meeting in other locations that have been approved by the Graduate College.
- (2) At least two-thirds of the total hours required for a doctoral degree must be earned in courses meeting on the Urbana-Champaign or Chicago campus, or in courses meeting in other locations that have been approved by the Graduate College.
- (3) CIC Traveling Scholars Program work may fulfill the residence requirement for as much as twenty semester hours of course work at CIC institutions each semester, for a maximum of two semesters.

§ 3-802 Minimum Scholarship Requirements for the Bachelor's Degree

- (a) All candidates for a degree must have at least a 2.0 (C) average on all University of Illinois credits counted for graduation requirements and at least a 2.0 average on the combined transfer and University of Illinois credits counted for graduation requirements. Certain colleges have established higher scholastic graduation requirements for specific curricula. (Grades in courses taken at the other campuses of the University are counted as transferred.)
- (b) Where a course has been repeated, both the original and subsequent grades are included in the average if the course is acceptable toward graduation, but the credit is counted only once. An original failing grade is not removed from the student's record for a course subsequently passed by special examination. (See § 3-309 on repeated courses.)
- (c) Students at the Urbana-Champaign campus who do not meet the requirements stated above may graduate if they have the minimum grade-point average calculated by either of the following alternate methods:
 - (1) Exclude courses in which grades of D or F have been recorded not to exceed a total of ten semester hours completed prior to the last thirty hours of work completed at the University of Illinois, Urbana-Champaign campus, and counted for graduation requirements, *or*
 - (2) A grade average of no less than 2.1 for the last sixty semester hours of work counted for graduation requirements and completed at the University of Illinois, Urbana-Champaign campus, except in those curricula where a higher scholastic graduation requirement is specified.
- (d) Each college office, on request, informs the student regarding the scholarship regulations of that college.

§ 3-803 English Requirement for Graduation

- (a) Satisfactory proficiency in the use of English is a requirement for all undergraduate degrees awarded at the Urbana-Champaign campus of the University. This proficiency can be certified by the satisfactory completion of a one-semester, four-hour course of either Rhetoric 105 or 108 or by the satisfactory completion of the two-semester, six-hour sequence of Speech Communication 111 and 112 (Verbal Communication). A student with a sufficiently high score on either the ACT English Subtest or the SAT Verbal Test and high performance on a written essay examination will satisfy the English requirement for graduation.
- (b) If the academic credentials of a transfer student do not indicate fulfillment of course work equivalent to the University of Illinois English graduation requirement, the student may be administered the Rhetoric Placement and Proficiency Examination, the English Placement Test (EPT), or the Transfer Writing Examination.
- (c) Under certain conditions students may satisfy the English requirement for graduation through satisfactory completion of courses offered by the Division of English as an International Language. Satisfactory completion of ESL courses (ESL 114 and ESL 115) satisfies the English graduation requirement. Evidence that a student is eligible to enroll in these courses is established by a satisfactory score on the ESL Placement Test, a test of oral and written English administered by the Division of English as an International Language. On the basis of this test, the student will be enrolled in the course or courses appropriate to his or her English needs.
- (d) If a student's score on the EPT is higher than the proficiency level of students in ESL 115, that student must take the Rhetoric Placement and Proficiency Examination offered by the Department of English.
- (e) Those students whose deficiency in English requires that they take one or more of the ESL noncredit courses (ESL 109, ESL 110, and ESL 111) are not allowed to register for a full academic program and must complete their noncredit requirements before enrolling in the ESL 114-115 sequence.

§ 3-804 Credit for Kinesiology (Physical Education)

Credit earned in kinesiology (physical education) courses may be included in the scholastic average at the discretion of the individual colleges and may, at the discretion of the individual colleges, be included in the total hours required for graduation. Kinesiology (physical education) courses numbered from 100 through 110 are kinesiology (physical education) activity courses. Kinesiology (physical education) courses numbered above 110 are professional or advanced courses. (See § 3-802.)

§ 3-805 Language Credit

- (a) Except as prohibited or limited by the established policy of the student's college, credit in University non-primary language courses taken to remove high school entrance deficiencies may, at the discretion of the college:
 - (1) be counted in the total hours required for graduation, or
 - (2) be accepted in partial or complete satisfaction of the non-primary language requirement for the degree.
- (b) Normally no more than ten hours of proficiency credit for the study of a single non-primary language at the elementary and intermediate level shall be counted for graduation in the College of Liberal Arts and Sciences. Additional credit may be granted for advanced courses emphasizing literature and language structure rather than communicative competence in the language.

§ 3-806 Credit for Undergraduate Open Seminar Courses

- (a) Credit in each 199 course shall not be less than one nor more than five credit hours per semester, and may vary from student to student.
- (b) A student may accumulate an unlimited number of credit hours in 199 courses, but no more than twelve such hours listed on the student's transcript may be counted toward fulfilling graduation requirements, except in cases in which a larger number of credit hours in 199 courses is an integral part of a formal, college-approved program of study (e.g., Individual Plans of Study, Unit I).
- (c) If a specific 199 topic offering has an enrollment that averages twenty or more for the semesters in which it is offered during two consecutive academic years, the topic may be offered in the third year only if a proposal to establish it as a regular course is submitted in the normal manner promptly after the beginning of the second semester of the second year of such enrollment. The topic may be offered as 199 in the third and subsequent years (whatever the enrollment then proves to be) only until a decision is made on the proposal of a regular course. If the regular course proposal is approved, the topic may then be offered only in that form; if the regular course proposal is disapproved, the topic may not be offered again.
- (d) A 199 course appears on a student's transcript with the departmental rubric and the title "Undergraduate Open Seminar." The topic covered is not identified in the student's permanent record. Students and former students who wish to provide the topic or content of such a course must do so by making a request directly to the department responsible for the course. The department is obligated to maintain a permanent record of all such courses offered.

PART 9. RESIDENCY STATUS REGULATIONS**§ 3-901 In General**

- (a) The University of Illinois is a land-grant institution supported by funding from state of Illinois tax revenue. As a state tax-supported institution, the University (with some exceptions) extends preference in admission and tuition to residents of the state of Illinois—that is, to persons whose circumstances conform to the University's definition of resident status stated below.

- (b) Principal elements that determine residency are domicile in Illinois and actions which evidence the intent to make Illinois the person's permanent residence. A person has but one domicile at any time. Mere physical presence in Illinois, regardless of how prolonged, is insufficient to establish residency without action and intention to make the place a permanent residence and principal home. To establish bona fide residency in Illinois under this policy, a person must demonstrate presence and intent to reside permanently in Illinois for reasons other than educational objectives.
- (c) The burden of establishing that a person is domiciled in Illinois for other than educational purposes is upon the person. The regulations, factors, and procedures enumerated in this policy will be considered by the University in determining the residency status.
- (d) Residency Status Regulations are subject to change from time to time at the discretion of the Board of Trustees. A person holding nonresident status is subject to rules in effect when the petition seeking Illinois residency is filed. Nothing in these rules shall be applied retroactively to reverse in-state residency status previously granted under former regulations.
- (e) The University's definition of the term "resident" may be different from the definitions developed by other, non-University, agencies. Thus, a person who is an Illinois resident for tax or voting purposes, for example, is not necessarily a resident for University of Illinois tuition and admission purposes. The University's definition of resident status applies both to payment of tuition and admission to the University of Illinois.

§ 3-902 Regulations

The following regulations are used to determine the resident status for admission and tuition assessment.

- (a) A person's domicile is presumed to be that of the parent(s) or legal guardian unless the person is independent and establishes a separate domicile. For the purposes of these Regulations, legal guardian and parent are interchangeable.
A person who is dependent upon his/her parent(s) or other person in authority, other than spouse, for financial support shall not be considered independent for the purpose of these regulations. A person claiming independence may be requested to present satisfactory evidence that his/her parent(s) has not contributed significantly to his/her support or claimed him/her as a dependent for federal or state income taxes during the period in which the person attempts to establish and/or maintain residency. Filing and payment of Illinois income tax is necessary to establish residency.
- (b) In order to be classified as a resident for purposes of admission, an independent person shall be domiciled in Illinois and a bona fide resident for at least one calendar year immediately preceding the date of receipt of the application for admission. To be considered a resident for purposes of assessment of tuition, an independent person must be a bona fide resident for at least one calendar year immediately preceding the first scheduled day of classes for the term for which residency is sought.
- (c) During the one-year period in which a person attempts to establish residency, a person must be financially independent. He/she must rely upon gainful employment in Illinois or prove reliance upon resources in Illinois for more than fifty percent of the income sufficient to provide for tuition, fees, and normal living expenses, e.g., food, clothing, housing, and transportation. Income earned as a result of University enrollment, such as educational loans, graduate assistantships, or student employment, is not considered evidence of intent to establish residency. To establish residency, a person must reside in Illinois for one calendar year primarily for other than educational purposes.
- (d) A person who is not a citizen of the United States of America may establish resident status unless the person holds a visa which precludes an intent to permanently reside in the United States. A list of the visa classifications may be obtained from the Office of Admissions and Records.

- (e) Noncitizens may commence establishment of residency with notification of permanent residency status by the United States Immigration and Naturalization Service provided the person meets and complies with all the applicable requirements of these Regulations.
- (f) The minor children of persons who, having resided in this state for at least twelve months immediately prior to such a transfer, are transferred by their employers to some location outside the United States shall be considered an Illinois resident for purposes of the computation and payment of tuition. However, this Section shall apply only when the minor child of such parents enrolls in a state-supported college or University within five years from the time the parents are transferred to some location outside the United States. If the resident parent(s) establishes a domicile outside Illinois after a dependent is admitted, the dependent shall continue to be classified as a resident until degree completion, assuming timely matriculation, continuous enrollment, and maintenance of a separate residence in Illinois.
- (g) A person who claims Illinois domicile while living in another state or country must provide proof of continued Illinois domicile. Proof may include, but is not limited to, evidence that the person (or parent or legal guardian as applicable) has not acquired a domicile in another state, has maintained a continuous voting record in Illinois, and has filed and paid regular Illinois resident state income tax returns during the absence.
- (h) A person whose parent(s) moves to Illinois may become a resident at the beginning of the next term following the move.

An independent person whose parent(s) has established and is maintaining a bona fide residence in Illinois will be regarded as a resident if the independent person lives in Illinois.

Even though a divorced or separated parent who is not a resident of Illinois provides significant financial support, a person shall be classified as a resident as long as the other parent is a bona fide resident of Illinois.

- (i) A nonresident shall be classified as a resident if his/her spouse is a resident of Illinois and meets the applicable requirements of these regulations. A noncitizen may establish residency through his/her resident spouse, provided the noncitizen complies with subsection (d) above.
- (j) A person who is actively serving in the Armed Forces of the United States and who is stationed and/or present in the state in connection with that service may be eligible for a waiver of the nonresident portion of tuition as long as the person remains stationed and/or present in Illinois. The waiver is extended to the person's spouse and dependent children who also live in the state. A resident of Illinois, and the spouse and dependent children, who is stationed outside of Illinois in active service in the Armed Forces of the United States and who has maintained residency under section (g) shall be classified as a resident.
- (k) Staff members of the University and of allied agencies, and faculties of state-supported institutions of higher education in Illinois, holding an appointment of at least one-quarter time, and their spouses and dependent children, shall be treated as residents.
The term "staff member" as used in these regulations shall mean a person appointed to a faculty, academic professional, or permanent civil service position for a specific amount of time at a salary or wage commensurate with the percentage of time required. The appointment shall require service for not less than three-fourths of the term. For purposes of residency, the term "staff member" shall not apply to persons employed on an hourly basis in an academic capacity, nor to persons on leave without pay.
- (l) Nonresident teachers in the private and public elementary and secondary schools in Illinois holding an appointment of at least one-quarter time shall, if required to pay tuition, be assessed at the resident rate. This privilege also extends to the summer session immediately following the term of appointment.

Any nonresident teacher who qualifies for resident tuition as described above shall become subject to nonresident tuition for the entire term if the school appointment is vacated prior to completion of three-fourths of the term in question. Resignation or cancellation of the appointment prior to the close of the spring term also cancels the eligibility for the resident tuition privilege in the following summer term.

§ 3-903 Factors in Determining Residency

- (a) Bona fide residency must be maintained in Illinois for at least one calendar year immediately preceding the date of receipt of the application for admission, or, for tuition purposes, one calendar year immediately preceding the first scheduled day of classes for the term for which resident classification is sought. The following circumstances, although not necessarily conclusive, have probative value in support of a claim for resident classification:
 - (1) Continuous physical presence—defined as no more than a three-week absence from the state of Illinois—for at least one calendar year as described above.
 - (2) Domicile in Illinois of parent(s) or legal guardian, or spouse.
 - (3) Voting or registration for voting in Illinois.
 - (4) Illinois driver's license or identification card and automobile registration.
 - (5) Financial independence and payment and filing of Illinois income/property taxes and/or ownership of property in Illinois during the tax year or partial tax year immediately preceding the term for which the person is requesting resident classification. Just the filing of Illinois state income taxes, or filing without substantial Illinois income earned, will not be judged as a significant criterion for reclassification.
 - (6) One calendar year of gainful employment in Illinois or prove reliance upon resources in Illinois for more than fifty percent of the income sufficient to provide for tuition, fees, and normal living expenses, e.g., food, clothing, housing, and transportation. Reliance upon income earned from loans is not viewed as evidence of intent to establish residency. Employment must be in other than graduate assistantships or student employment.
 - (7) The lease of living quarters and payment of utility bills in Illinois.
 - (8) Former domicile in the state and maintenance of significant connections therein while absent.
 - (9) Admission to a licensed practicing profession in Illinois.
 - (10) Long-term military commitments in Illinois and/or proof that Illinois is the home of record. The petitioner must complete a *Military Certification Form*, which can be obtained at the Office of Admissions and Records.
 - (11) Domicile for one calendar year in the state for other than educational purposes.
 - (12) Establishment of financial accounts at Illinois institutions.
 - (13) Public records, for example, birth and marriage records.
 - (14) Other official documents verifying legal, official connection with Illinois or with organizations or institutions within the state of Illinois.
 - (15) Exclusive use of the Illinois address when home or mailing address is requested.
- (b) The University may request additional documentation of the evidence. Missing evidence, the lack of evidence, or inconsistent evidence may be used to refute the claim of residency.

§ 3-904 Procedures

- (a) The Registrar or a designee shall determine the initial residence classification of each person at the time the person enters or re-enters the University.
- (b) A student who is not satisfied with a determination concerning his/her residence classification may request that the responsible official reconsider the determination. For the purposes of admission, the written request must be received by the Office of Admissions and Records *within twenty calendar days* from the date of notification of residency status. For the purposes of assessment of tuition, the written request must be *received by the Office of Admissions and Records* by September 30 for the fall term, February 15 for the spring term, and June 20 for the summer term or some other date as set by the Office of Admissions and Records.

- (c) The request should include the *Petition for Determination of Residency Status* (available from the Office of Admissions and Records/Enrollment Services) and all other materials applicable to the claim. The request and accompanying documentation will not be returned, and the person is advised to maintain a copy for his/her record.
- (d) If the person is still not satisfied with the determination after it has been reconsidered, the person may appeal the decision to the director, University Office for Academic Policy Analysis. The appeal shall be in writing and shall include reasons for the appeal. The appeal *must be received* by the Associate Provost for (responsible for the Office of Admissions and Records) *within twenty calendar days of the notice of the ruling*. The appeal will then be referred to the director, University Office for Academic Policy Analysis. A person who fails to file such an appeal *within twenty calendar days of the notice of the ruling* waives all claims to reconsideration for that academic session. Filing deadlines cannot be extended or waived and applications and appeals untimely filed will not be reviewed. The decision of the director, University Office for Academic Policy Analysis, shall be final in all cases.
- (e) A person may be reclassified at any time by the University upon the basis of additional or changed information. If the person is classified in error as a resident student, nonresident tuition shall be assessed in the next term; if the person is classified in error as a nonresident, resident tuition shall be assessed in the term in which the classification occurs, provided the person has filed a written request for a review in accordance with these regulations.
- (f) A person who fails to notify the University of a change of facts or provides false information which might affect classification or reclassification from resident to nonresident status and / or who provides false information or conceals information for the purpose of achieving resident status may be subject to appropriate disciplinary action, as well as other penalties which may be prescribed by law.
- (g) Further information or clarification may be secured by contacting one of the offices listed below:

University of Illinois at Urbana-Champaign
Office of Admissions and Records
901 West Illinois Street
Urbana, IL 61801

University of Illinois at Chicago
Office of Admissions and Records
Student Services Building
P.O. Box 5220
Chicago, IL 60680

University of Illinois at Springfield
Office of Enrollment Services
Building F-20
Springfield, IL 62794-9243

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Applying to All Students
August 2004**

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**Student Code
August 2005**

TO

***Code of Policies
and Regulations
Applying to All
Students
August 2004***

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